

Health Guidelines for Board Members

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Health Guidelines for Board Meetings

Dear [Board Member's Name],

As we continue to prioritize the health and safety of our board members during our meetings, we have established the following guidelines to ensure a safe environment:

- Please wear masks at all times while in the meeting space.
- Practice social distancing, maintaining at least six feet of distance from others.
- Use hand sanitizer stations provided at the entrance and throughout the meeting area.
- Participate in temperature checks upon arrival.
- If you feel unwell or have been in contact with someone who tested positive for COVID-19, please refrain from attending.

Thank you for your cooperation and commitment to ensuring the safety of our community. If you have any questions or concerns, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]