

Safety Protocols for Board Meetings

Date: [Insert Date]

To: [Board Member's Name]

Dear [Board Member's Name],

As we prepare for our upcoming board meeting scheduled for [Insert Date and Time], we want to ensure the safety and well-being of all participants. Please find below the necessary safety protocols that will be implemented during the meeting:

Safety Protocols

1. All attendees are required to wear masks throughout the meeting.
2. Hand sanitizers will be available at all entrances and exits.
3. Seating arrangements will adhere to social distancing guidelines.
4. The meeting will be held in a well-ventilated space.
5. Temperature checks will be conducted at the entrance.
6. Remote participation via video conferencing will be available for those who prefer to attend virtually.

We appreciate your cooperation in following these protocols to ensure everyone's safety. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your understanding and commitment to a safe meeting environment.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]