

Board Meeting Safety Guidelines

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Safety Guidelines for the Upcoming Board Meeting

Dear Board Members,

As we prepare for our upcoming board meeting scheduled for [Insert Date and Time], it is imperative that we prioritize the health and safety of all attendees. Please review the following safety guidelines to ensure a safe meeting environment:

- All attendees must wear masks upon entering and during the meeting.
- Social distancing of at least 6 feet should be maintained at all times.
- Hand sanitizers will be available at various locations; please use them frequently.
- Refreshments will be individually packaged to minimize contact.
- If you are feeling unwell or exhibiting symptoms of illness, please refrain from attending the meeting in person.
- We recommend that participants join virtually if possible; a link for remote attendance will be provided.

We appreciate your cooperation in following these guidelines to keep our meeting safe and productive.

Thank you for your attention to this matter. Looking forward to seeing you all soon!

Sincerely,

[Your Name]

[Your Position]