

# Health and Safety Protocols for Board Operations

Date: [Insert Date]

To: [Insert Board Member Names]

From: [Your Name/Title]

Subject: Health and Safety Protocols for Upcoming Board Meetings

Dear Board Members,

In light of the ongoing health concerns and to ensure the safety of all participants during our board meetings, we are implementing the following health and safety protocols:

1. All participants are required to wear face masks upon entering the meeting location.
2. Social distancing measures will be enacted, with seating arrangements adjusted accordingly.
3. Hand sanitizing stations will be available at all entrances and within the meeting room.
4. Symptoms screening will be conducted at the start of each meeting. Anyone showing symptoms will be asked to attend virtually.
5. All meeting materials will be shared digitally to minimize physical contact.

We appreciate your cooperation in maintaining a safe environment for our board operations. If you have any questions or concerns regarding these protocols, please do not hesitate to reach out.

Thank you for your understanding and commitment to our collective safety.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]