

Safety Procedures for Board Meetings

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name/Position]

Subject: Safety Procedures for Upcoming Board Meeting

Dear Board Members,

As we prepare for our upcoming board meeting scheduled for [Insert Date and Time], I want to ensure that we all adhere to the necessary safety procedures to create a secure environment for everyone.

Safety Procedures:

- All attendees must have a health screening prior to entry.
- Masks are required while inside the meeting premises.
- Social distancing of at least 6 feet should be maintained at all times.
- Hand sanitizers will be available at multiple locations.
- Seating will be arranged to facilitate social distancing.

Please confirm your attendance by [Insert RSVP Date]. Should you have any questions or concerns regarding these procedures, feel free to reach out.

Thank you for your cooperation in ensuring a safe meeting environment.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]