

COVID-19 Communications:

Response Templates for School Leaders

CONFIRMED CASE(S)

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SUSPENSION OF ATHLETICS & EXTRACURRICULARS

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CONFIRMED CASE(S): Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

Today, the <DISTRICT_NAME> was notified by the <NAME_OF_ENTITY> that a student/staff member at <SCHOOL_NAME> has tested positive for COVID-19. Per our established protocol, we have temporarily closed off all areas of the building that the individual used in the past several days so that we can thoroughly clean and disinfect the spaces. We are also in contact with the <STATE or COUNTY> Department of Health and will take the steps necessary to protect the health of our students and staff. The individual who has tested positive for COVID-19 will not be allowed to return to school for at least 14 days. Classes will resume <DATE>.

The symptoms of COVID-19 are similar to the regular seasonal influenza and include fever, coughing, and shortness of breath. Some have reported additional symptoms, such as a runny nose, sore throat, nausea, lethargy, lack of appetite, vomiting, and diarrhea. Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact a school nurse, local health authorities or the <STATE or COUNTY> Department of Health.

We are closely monitoring this situation and will provide you with updates as we know more. If you have questions, please do not hesitate to contact me.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CONFIRMED CASE(S): Message to Staff

Dear <DISTRICT NAME/SCHOOL NAME> Staff,

Today, the <DISTRICT_NAME> was notified by the <NAME_OF_ENTITY> that a **student/staff member** at <SCHOOL_NAME> has tested positive for COVID-19. Per our established protocol, we have temporarily closed off all areas of the building that the individual used in the past several days so that we can thoroughly clean and disinfect the spaces. We are also in contact with the <STATE or COUNTY> Department of Health and will take the steps necessary to protect the health of our staff and students.

The individual who has tested positive for COVID-19 will not be allowed to return to school for at least 14 days. Classes will resume <DATE>. We are closely monitoring this situation and will provide you with updates as we know more. If you have questions, please do not hesitate to contact me.

Sincerely,
<NAME>, <TITLE>
<DISTRICT_NAME>

CONFIRMED CASE(S): Website Update

Update: <DATE>

The <DISTRICT_NAME> has been notified by the <NAME_OF_ENTITY> that a **student/staff member** at <SCHOOL_NAME> tested positive for COVID-19. Per our established protocol, we have temporarily closed off all areas of the building that the individual used in the past several days so that we can thoroughly clean and disinfect the spaces. We will take the steps necessary to protect the health of our students and staff. The individual who has tested positive for COVID-19 will not be allowed to return to school for at least 14 days. Classes will resume on <DATE>.

The symptoms of COVID-19 are similar to the regular seasonal influenza and include fever, coughing, and shortness of breath. Some have reported additional symptoms, such as a runny nose, sore throat, nausea, lethargy, lack of appetite, vomiting, and diarrhea. Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact a school nurse, local health authorities or the <STATE or COUNTY> Department of Health. We are closely monitoring this situation and will provide you with updates as we know more. If you have questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL ADDRESS>.

CONFIRMED CASE(S): Automated Voice Message

This is <NAME>, superintendent/principal of <DISTRICT NAME/SCHOOL NAME>. Today, we were notified by the <NAME_OF_ENTITY> that a student/staff member at <SCHOOL_NAME> has tested positive for COVID-19. Per our established protocol, we have temporarily closed off all areas of the building that the individual used in the past several days so that we can thoroughly clean and disinfect the spaces. The individual also will not be allowed to return to school for at least 14 days.

Classes will resume <DATE>. Please know that we are closely monitoring this situation and will provide you with updates if any further actions need to be taken. As always, the safety and well-being of our students, staff and families is our top priority. If you have questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL ADDRESS>.

CONFIRMED CASE(S): Media Statement

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>
<TELEPHONE_NUMBER>
<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<DISTRICT_NAME> RELEASES STATEMENT ON POSITIVE COVID-19 CASE

<CITY>, <STATE> — On <DATE>, the <DISTRICT_NAME> was notified by the <NAME_OF_ENTITY> that a student/staff member at <SCHOOL_NAME> has tested positive for COVID-19. Per the district's established protocol, all areas of the building that the individual used in the past several days have been closed off so that custodial staff can thoroughly clean and disinfect the spaces. The individual who has tested positive for COVID-19 will not be allowed to return to school for at least 14 days. Classes will resume on <DATE>.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact a school nurse, local health authorities or the <STATE or COUNTY> Department of Health. The district is closely monitoring this situation and will notify families if any additional actions need to be taken in the near future.

CHANGE IN LEARNING MODEL - MOVE TO HYBRID: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

Earlier today, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant <increase/decrease> in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current instructional model to a hybrid model. Fortunately, we have planned for this scenario and are ready to quickly make this transition. We will begin the hybrid model for all grade levels on <DATE>.

<If needed, provide detail on how hybrid learning will work at various grade levels.>

As we transition, please know that the health and safety of our students, staff, and families, remains our top priority.

If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CHANGE IN LEARNING MODEL - MOVE TO HYBRID: Message to Staff

Dear <DISTRICT NAME/SCHOOL NAME> Staff,

Earlier today, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant <increase/decrease> in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current instructional model to a hybrid model. As you know, we have planned for this scenario. We will begin the hybrid model for all grade levels on <DATE>.

<If needed, provide detail or reminders on how hybrid learning will work at various grade levels.>

As we transition, please know that the health and safety of our students, staff, and families, remains our top priority.

If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CHANGE IN LEARNING MODEL - MOVE TO HYBRID: Website Update

Alert: <DATE>

The <DISTRICT_NAME> has received guidance from the <NAME_OF_ENTITY> of a significant <increase/decrease> in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current instructional model to a hybrid model. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the hybrid model for all grade levels on <DATE>.

<Provide detail on how hybrid learning will work at various grade levels.>

As we transition, please know that the health and safety of our students, staff, and families, remains our top priority.

If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

CHANGE IN LEARNING MODEL - MOVE TO HYBRID: Automated Voice Message

This is <NAME>, superintendent/principal of the <DISTRICT NAME/SCHOOL NAME>, speaking to you on <DATE>. Today, we were notified by the <NAME_OF_ENTITY> of a significant <increase/decrease> in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current instructional model to a hybrid model. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the hybrid model for all grade levels on <DATE>.

<If needed, provide quick detail on how hybrid learning will work.>

For more information on this transition, please visit <URL>. Please also watch your email inbox for an update from the district. As we transition, please know that the health and safety of our students, staff, and families, remains our top priority.

CHANGE IN LEARNING MODEL - MOVE TO HYBRID: Media Statement

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<DISTRICT_NAME> TO MOVE TO HYBRID LEARNING MODEL

EFFECTIVE <DATE>

<CITY>, <STATE> — On <DATE>, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant <increase/decrease> in confirmed cases of COVID-19 in the area. As a result, the district will move from its current instructional model to a hybrid model. The district has planned for this scenario. Its teachers and staff are ready to quickly lead the transition to the hybrid model, which will take effect starting <DATE>.

<If needed, provide detail on how hybrid learning will work at various grade levels.>

The district shared that during this transition, the health and safety of all students, staff, and families, remains their top priority. For further information and updates, please visit <URL>.

###

CHANGE IN LEARNING MODEL - MOVE TO REMOTE: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

Earlier today, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current *in-person/hybrid* instructional model to remote learning for all students. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the remote learning model for all grade levels on <DATE>.

<Provide detail on how remote learning will work at various grade levels.>

Please know that we are taking this action to protect the health and safety of our students, staff, and families. We hope to be able to return to *in-person/hybrid* learning in the near future. This will depend on the status of COVID-19 and the guidance we receive from the <NAME_OF_ENTITY>. If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CHANGE IN LEARNING MODEL - MOVE TO REMOTE: Message to Staff

Dear <DISTRICT NAME/SCHOOL NAME> Staff,

Earlier today, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current **in-person/hybrid** instructional model to remote learning for all students. As you know, we have planned for this scenario. We will begin the remote model for all grade levels on <DATE>. <Provide detail or reminders on how remote learning will work at various grade levels.> Please know that we are taking this action in the interest of everyone's health and safety. We hope to be able to return to **in-person/hybrid** learning in the near future. This will depend on the status of COVID-19 and the guidance we receive from the <NAME_OF_ENTITY>. If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CHANGE IN LEARNING MODEL - MOVE TO REMOTE: Website Update

Alert: <DATE>

The <DISTRICT_NAME> has received guidance from the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current **in-person/hybrid** instructional model to remote learning for all students. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the remote model for all grade levels on <DATE>. <Provide detail on how remote learning will work at various grade levels.> Please know that we are taking this action to protect the health and safety of our students, staff, and families. We hope to be able to return to **in-person/hybrid** learning in the near future. This will depend on the status of COVID-19 and the guidance we receive from the <NAME_OF_ENTITY>.

If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

CHANGE IN LEARNING MODEL - MOVE TO REMOTE: Automated Voice Message

This is <NAME>, superintendent/principal of the <DISTRICT NAME/SCHOOL NAME>, speaking to you on <DATE>. Today, we were notified by the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current in-person/hybrid instructional model to remote learning for all students. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the remote model for all grade levels on <DATE>.

<Provide brief detail on how remote learning will work at various grade levels.>

For more information, please visit <URL>. Please also watch your email inbox for any additional updates from the school district. We are taking this action to protect the health and safety of our students, staff, and families. We hope to be able to return to in-person/hybrid learning in the near future. Thank you for your continued support.

CHANGE IN LEARNING MODEL - MOVE TO REMOTE: Media Statement

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<DISTRICT_NAME> TO MOVE TO REMOTE LEARNING MODEL

EFFECTIVE <DATE>

<CITY>, <STATE> — On <DATE>, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in the area. As a result, the district will move from its current in-person/hybrid instructional model to remote learning for all students. The district has planned for this scenario. Its teachers and staff are ready to quickly lead the transition to the remote model, which will take effect starting <DATE>.

<Provide detail on how remote learning will work at various grade levels.>

District leaders hope to be able to return to in-person/hybrid learning in the near future. This will depend on the status of COVID-19 and the guidance the district receives from the <NAME_OF_ENTITY>. For further information and updates, please visit <URL>.

###

CHANGE IN LEARNING MODEL - MOVE TO IN-PERSON: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

Earlier today, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant and sustained decrease in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current remote/hybrid instructional model to in-person learning for most students. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the in-person learning model for all grade levels on <DATE>.

<Provide detail on how in-person learning will work at various grade levels.>

Please know that the health and safety of our students, staff, and families, will remain our top priority. We will continue to monitor the status of COVID-19 and respond to any additional guidance we receive from the <NAME_OF_ENTITY>. If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CHANGE IN LEARNING MODEL - MOVE TO IN-PERSON: Message to Staff

Dear <DISTRICT NAME/SCHOOL NAME> Staff,

Earlier today, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant and sustained decrease in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current remote/hybrid instructional model to in-person learning for most students. As you know, we have planned for this scenario. We will begin the in-person model for all grade levels on <DATE>.

<Provide detail/reminders on how in-person learning will work at various grade levels.>

Please know that the health and safety of our students, staff, and families, will remain our top priority. We will continue to monitor the status of COVID-19 and respond to any additional guidance we receive from the <NAME_OF_ENTITY>. If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

CHANGE IN LEARNING MODEL - MOVE TO IN-PERSON: Website Update

Alert: <DATE>

The <DISTRICT_NAME> has received guidance from the <NAME_OF_ENTITY> of a significant and sustained decrease in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current **remote/hybrid** instructional model to in-person learning for most students. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the in-person model for all grade levels on <DATE>.

<Provide detail on how remote learning will work at various grade levels.>

Please know that the health and safety of our students, staff, and families, will remain our top priority. We will continue to monitor the status of COVID-19 and respond to any additional guidance we receive from the <NAME_OF_ENTITY>.

If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

CHANGE IN LEARNING MODEL - MOVE TO IN-PERSON: Automated Voice Message

This is <NAME>, **superintendent/principal** of the <DISTRICT NAME/SCHOOL NAME>, speaking to you on <DATE>. Today, we were notified by the <NAME_OF_ENTITY> of a significant and sustained decrease in confirmed cases of COVID-19 in our area. As a result, we will be moving from our current **remote/hybrid** instructional model to in-person learning for most students. Fortunately, we have planned for this scenario and are ready to quickly make the transition. We will begin the in-person model for all grade levels on <DATE>.

<Provide brief detail on how remote learning will work at various grade levels.>

For more information, please visit <URL>. Please know that the health and safety of our students, staff, and families, will remain our top priority. We will continue to monitor the status of COVID-19 and respond to any additional guidance we receive from the <NAME_OF_ENTITY>. Thank you for your continued support.

CHANGE IN LEARNING MODEL - MOVE TO IN-PERSON: Media Statement

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<DISTRICT_NAME> TO MOVE TO IN-PERSON LEARNING MODEL

EFFECTIVE <DATE>

<CITY>, <STATE> — On <DATE>, the <DISTRICT_NAME> received guidance from the <NAME_OF_ENTITY> of a significant and sustained decrease in confirmed cases of COVID-19 in the area. As a result, the district will move from its current **remote/hybrid** instructional model to in-person learning for most students. The district has planned for this scenario. Its teachers and staff are ready to quickly lead the transition to the in-person model, which will take effect starting <DATE>.

<Provide detail on how in-person learning will work at various grade levels.>

The district will continue to monitor the status of COVID-19 and respond to any additional guidance received from the <NAME_OF_ENTITY>. For further information and updates, please visit <URL>.

###

SUSPENSION OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

Earlier today, the <DISTRICT_NAME> was informed by the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in our area. To help prevent further spread of the virus, we have made the difficult decision to suspend all athletics and extracurricular activities for the time being. This suspension will include all before- and after-school activities, practices, and events.

<Provide further details, as needed.>

We know this action will be incredibly disappointing for our students and families. Please know that we have carefully considered all options and are working to protect the health and safety of our students, staff, and families. We hope to be able to resume these activities in the near future and will be in constant contact with the <NAME_OF_ENTITY> to help us make that decision.

If you have questions, please do not hesitate to contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

SUSPENSION OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES: Message to Staff

Dear **<DISTRICT NAME/SCHOOL NAME>** Staff,

Earlier today, the **<DISTRICT_NAME>** was informed by the **<NAME_OF_ENTITY>** of a significant increase in confirmed cases of COVID-19 in our area. To help prevent further spread of the virus, we have made the difficult decision to suspend all athletics and extracurricular activities for the time being. This suspension will include all before- and after-school activities, practices, and events.

<Provide further details, as needed.>

We know this action will be incredibly disappointing for everyone in our school community. Please know that we have carefully considered all options and are working to protect the public health and safety. We hope to be able to resume these activities in the near future and will be in constant contact with the **<NAME_OF_ENTITY>** to help us make that decision.

If you have questions, please do not hesitate to contact **<NAME>** at **<PHONE_NUMBER>** or **<EMAIL_ADDRESS>**. Thank you for your attention to this important update.

Sincerely,

<NAME>, **<TITLE>**

<DISTRICT_NAME>

SUSPENSION OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES: Website Update

Alert: <DATE>

All Activities and Athletics Suspended Effective <DATE>

The **<DISTRICT_NAME>** has been informed by the **<NAME_OF_ENTITY>** of a significant increase in confirmed cases of COVID-19 in our area. To help prevent further spread of the virus, we have made the difficult decision to suspend all athletics and extracurricular activities for the time being. This suspension will include all before- and after-school activities, practices, and events.

<Provide further details, as needed.>

We know this action will be incredibly disappointing for our students and families. Please know that we have carefully considered all options and are working to protect the health and safety of our students, staff, and families. We hope to be able to resume these activities in the near future and will be in constant contact with the **<NAME_OF_ENTITY>** to help us make that decision.

If you have questions, please contact **<NAME>** at **<PHONE_NUMBER>** or **<EMAIL_ADDRESS>**.

**SUSPENSION OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES:
Automated Voice Message**

This is <NAME>, superintendent/principal of the <DISTRICT NAME/SCHOOL NAME>, speaking to you on <DATE>. Today, the <NAME_OF_ENTITY> informed us of a significant increase in confirmed cases of COVID-19 in our area. To help prevent further spread of the virus, we have made the difficult decision to suspend all athletics and extracurricular activities for the time being. This includes all before- and after-school activities, practices, and events. We know this action will be incredibly disappointing for our students and families. We hope to be able to resume these activities in the near future. For further updates, please visit <URL>. Please also be on the lookout for an email from the school district with more information. Thank you.

**SUSPENSION OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES:
Media Statement**

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>
<TELEPHONE_NUMBER>
<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

**<DISTRICT_NAME> TO SUSPEND ATHLETICS, EXTRACURRICULAR ACTIVITIES
TO HELP PREVENT SPREAD OF COVID-19**

<CITY>, <STATE> — On <DATE>, the <DISTRICT_NAME> was informed by the <NAME_OF_ENTITY> of a significant increase in confirmed cases of COVID-19 in our area. To help prevent the spread of the virus, the district has made the difficult decision to suspend all athletics and extracurricular activities until further notice. This suspension will include all before- and after-school activities, practices and events. <Provide further details, as needed.>

“We know this action will be incredibly disappointing for our students and families,” said <NAME>, <TITLE> of the <DISTRICT_NAME>. “Please know that we have carefully considered all options and are working to protect the health and safety of our students, staff and families. We hope to be able to resume these activities in the near future and will be in constant contact with the <NAME_OF_ENTITY> to help us make that decision.” For further information and updates, please visit <URL>.

###

FACE COVERINGS REQUIRED IN SCHOOLS: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

In an effort to help prevent the spread of COVID-19 in our community, the <DISTRICT_NAME> will begin requiring that all students and staff wear cloth face coverings during the school day. This policy will take effect <DATE>. We understand that this may be inconvenient for students and families, which is something we carefully considered when making our decision. However, we believe that requiring masks is the responsible action to take in the interest of minimizing risks for everyone in our school buildings—as well as the people they interact with outside of school.

<Provide further detail on the district's face covering policy.>

We sincerely appreciate your cooperation with this policy. If we all do our part, we can protect public health. If you have questions or concerns, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>. Thank you for your attention to this important update.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

FACE COVERINGS REQUIRED IN SCHOOLS: Message to Staff

Dear <DISTRICT NAME/SCHOOL NAME> Staff,

In an effort to help prevent the spread of COVID-19 in our community, we will begin requiring that all students and staff members wear cloth face coverings during the school day. This policy will take effect <DATE>. We understand that this may be inconvenient. However, we believe that requiring masks is the responsible action to take in the interest of minimizing risks for everyone in our school buildings—as well as the people they interact with outside of school.

<Provide further detail on the district's face covering policy.>

I sincerely appreciate your cooperation with this policy. If you have questions or concerns, please do not hesitate to contact me. Thank you for your attention to this important update.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

FACE COVERINGS REQUIRED IN SCHOOLS: Website Update

Alert: <DATE>

To help prevent the spread of COVID-19 in our community, the <DISTRICT_NAME> will begin requiring that all students and staff wear cloth face coverings during the school day. This policy will take effect <DATE>. We understand that this may be inconvenient for students and families, which is something we carefully considered when making our decision. However, we believe that requiring masks is the responsible action to take in the interest of minimizing risks for everyone in our school buildings—as well as the people they interact with outside of school.

<Provide further detail on the district's face covering policy.>

We sincerely appreciate your cooperation with this policy. If we all do our part, we can protect public health.

If you have questions or concerns, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

FACE COVERINGS REQUIRED IN SCHOOLS: Automated Voice Message

This is <NAME>, superintendent/principal of the <DISTRICT NAME/SCHOOL NAME>. To help prevent the spread of COVID-19 in our community, the <DISTRICT_NAME> will begin requiring that all students and staff wear cloth face coverings during the school day. This policy will take effect <DATE>. We understand that this may be inconvenient for students and families. However, we believe that requiring masks is the responsible action to take in the interest of minimizing risks for everyone in our school buildings—as well as the people they interact with outside of school. For more information, please visit <URL>. We sincerely appreciate your cooperation with this policy. If we all do our part, we can protect public health. Thank you.

FACE COVERINGS REQUIRED IN SCHOOLS: Media Statement

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<DISTRICT_NAME> TO REQUIRE FACE COVERINGS FOR STUDENTS, STAFF

<CITY>, <STATE> — Effective <DATE>, the <DISTRICT_NAME> will begin requiring all students and staff to wear cloth face coverings during the school day. The district is taking the action to help prevent the spread of COVID-19 in its schools and throughout the community.

<Provide further detail on the district's face covering policy.>

“We understand that this may be inconvenient for students and families, which is something we carefully considered when making our decision,” said <NAME>, <TITLE> of the <DISTRICT_NAME>. “However, we believe that requiring masks is the responsible action to take in the interest of minimizing risks for everyone in our school buildings, as well as the people they interact with outside of school.”

For further information and updates, please visit <URL>.

###

SAFETY PROTOCOL REMINDER: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

I am writing to provide a reminder of the importance of following the safety protocols we have established to help minimize health and safety risks for our students, staff, families, and community members. While we recognize that these measures may be inconvenient, they are also quite necessary if we are to remain in our **hybrid/in-person** learning model at our schools. Overall, our students have done an outstanding job with physical distancing, hand-washing, and adhering to other policies and procedures. However, we all must do our part to be extra vigilant while the COVID-19 virus remains a factor. More information on the health and safety protocols may be found here: <URL>. We ask that all students carefully follow these procedures during the school day and when riding the bus to and from school.

If you have any questions or concerns, please do not hesitate to contact me. Thank you for your attention to this important communication.

Sincerely,

<NAME>, <TITLE>

<DISTRICT_NAME>

SAFETY PROTOCOL REMINDER: Automated Voice Message

This is <NAME>, superintendent/principal of the <DISTRICT NAME/SCHOOL NAME>. I wanted to provide a quick reminder of the importance of following the safety protocols we have established to help minimize risks for our students, staff, families, and community members. While we recognize that these measures may be inconvenient, they are quite necessary if we are to remain in our hybrid/in-person learning model at our schools. You can find more information on these protocols at <URL>. We ask that all students carefully follow these procedures during the school day, as well as when they are riding the bus to and from school. If you have any questions, please contact me at <PHONE_NUMBER> or <EMAIL_ADDRESS>. Thank you.

ADDRESSING RUMORS: Message to Families

Dear <DISTRICT NAME/SCHOOL NAME> Families,

I am writing to address a rumor that has been circulating in our school district community and on social media in recent days. The claim is that <add detail here>. This claim is false. In reality, <add detail on the actual situation here>. As evidenced by this situation, a false rumor can spread very quickly, creating unnecessary worry and stress for students, families, and staff members. I urge everyone to seek credible information before posting claims online without knowing whether or not they are true. If you have any questions or concerns, please do not hesitate to contact me. Thank you for your attention to this important communication.

Sincerely,

<NAME>, <TITLE>
<DISTRICT_NAME>

ADDRESSING RUMORS: Message to Staff

Dear <DISTRICT NAME/SCHOOL NAME> Staff,

I am writing to address a rumor that has been circulating in our school district community and on social media in recent days. The claim is that <add detail here>. This claim is false. In reality, <add detail on the actual situation here>. As evidenced by this situation, a false rumor can spread very quickly, creating unnecessary worry and stress for students, families, and staff members. Please do not hesitate to reach out to me if you see any claims to believe to be false posted online. If you have any questions or concerns, please let me know. As always, thank you for all you do for our students and families.

Sincerely,

<NAME>, <TITLE>
<DISTRICT_NAME>

ADDRESSING RUMORS: Website Update

Update: <DATE>

The <DISTRICT_NAME> wishes to address a rumor that has been circulating in recent days. The claim is that <add detail here>.

This claim is false. In reality, <add detail on the actual situation here>.

As evidenced by this situation, a false rumor can spread very quickly, creating unnecessary worry and stress for students, families, and staff members. We urge everyone to seek credible information before posting claims online without knowing whether or not they are true.

ADDRESSING RUMORS: Automated Voice Message

This is <NAME>, superintendent/principal of the <DISTRICT NAME/SCHOOL NAME>.

I would like to address a rumor that has been circulating in recent days. The claim is that <add detail here>. This claim is false. In reality, <add detail on the actual situation here>. As evidenced by this situation, a false rumor can spread very quickly, creating unnecessary worry and stress for students, families, and staff members. We urge everyone to seek credible information before posting claims online without knowing whether or not they are true. Thank you.