



BROOKLYN LAB
CHARTER SCHOOL



COMMUNICATION PROTOCOL:

A school district or system will move from in-person learning to a hybrid learning model

The following are recommended communication steps to take if an entire school district or system will transition from in-person to a hybrid learning model, likely due to an increase in COVID-19 in its schools or community. You will find templates to help you communicate by clicking the links in each step.

INITIAL ANNOUNCEMENT:

- 1) The superintendent sends an [email to all district staff](#) to notify them that the school district will move to a hybrid learning model.
- 2) The superintendent records and sends an [automated voice message](#) to the families of all district students.
- 3) The superintendent sends a [follow-up email to the families](#) of all students.
- 4) A district staff member posts a brief update to the [district website](#).
- 5) The superintendent or district staff member creates and sends a [statement](#) to the local media.
- 6) A staff member [posts two updates](#) to the district's social media platforms.
- 7) One or more school staff members are designated to take phone calls from families who may have questions or concerns. These staff members should have the district's protocol on hand.

DAY AFTER INITIAL ANNOUNCEMENT:

- 8) The principal of each school sends an [email to staff](#) with an update on the transition to a hybrid model.
- 9) The principal of each school sends an [email to families](#) with an update on the transition to a hybrid model. Post this communication to the school website.
- 10) The superintendent records a [short video update](#) focused on the transition to a hybrid model. Share the video via social media and other channels.

EMAIL TO DISTRICT STAFF

The following is a template email from the superintendent to announce to all staff that the district will move from full in-person learning to a hybrid model. Please note that you may need to adjust the details of this message depending on your district's situation and protocol.

Dear Staff,

Upon consulting the <NAME_OF_ENTITY>, the <DISTRICT_NAME> has decided to move to a hybrid learning model, starting on <DATE>. We have made this decision based on data indicating a recent increase in the number of COVID-19 cases in our state/area/district.

We expect this transition to remain in place for at least ## days/weeks. At that point, we will re-evaluate the situation and determine if we can move back to full in-person learning. We hope that this is a temporary measure and we can return to our regular school day schedule soon. In addition, we will offer a remote-only learning option for families who request it.

The health, safety, and well-being of our school community remains our top priority. We are following sound protocols aligned with expert health guidance to ensure we are doing everything we can to protect your health. We will implement the following protocols moving forward:

- All students and staff will be asked to self-monitor for [symptoms of COVID-19](#). If they are feeling sick, they should stay home from school. If they are experiencing symptoms of the virus, they should consult a healthcare professional and contact the school office right away.
- All students and staff members will be required to wear masks or face coverings. We will provide time for socially distanced “mask breaks” throughout the day.
- We will space out desks in classrooms to keep students separated whenever possible. We will also provide plexiglass shields and other personal protective equipment.
- Students and staff will be frequently reminded about the importance of proper handwashing. No-touch hand sanitizer units will be available throughout the building.
- To avoid large groups of students gathering in one place, we will adjust the way students move between classrooms and other spaces in our schools.
- Family members will be asked not to leave their vehicles when picking up or dropping off students.

It's important to note that transmission between staff members is common, and interactions you have with other staff members may present the highest level of risk. We encourage you to try to limit in-person interactions with other staff members as much as possible.

While we believe it is unlikely, it is possible that we may need to shift to full virtual learning in the future. We want you to be prepared, just in case it becomes necessary.

Your principal or supervisor will follow up with more details on making the transition to hybrid learning. In the meantime, thank you for all you are doing for our students and families.

Sincerely,

<NAME>, Superintendent
<DISTRICT_NAME>

AUTOMATED VOICE MESSAGE

The following template script may be used to record an automated voice message sent to all district families to notify them that the district will move from full in-person learning to a hybrid model. Please note that you may need to adjust the details of this message depending on your district's situation and protocol.

Hello, this is <NAME>, superintendent of <DISTRICT_NAME>.

Due to a recent increase in the number of COVID-19 cases in our state/area/district, we have decided to move to a hybrid learning model, starting on <DATE>. Through this model, students will spend two days per week learning in person, with the rest engaged in remote learning.

We expect this transition to remain in place for at least ## days/weeks. At that point, we will re-evaluate the situation and determine if we can move back to full in-person learning.

We will also offer a remote-only option for families who request it.

We will follow up shortly with an email message with more information on this transition, including schedules for students to attend school in-person and remotely.

As always, thank you for your patience, understanding, and flexibility.

EMAIL TO FAMILIES

The following is a template email message from the superintendent to all district families to notify them that the district will move from full in-person learning to a hybrid model. Please note that you may need to adjust the details of this message depending on your school or district's situation and protocol.

Dear Families,

Upon consulting the **<NAME_OF_ENTITY>**, the **<DISTRICT_NAME>** has decided to move to a hybrid learning model, starting on **<DATE>**. We have made this decision based on data indicating a recent increase in the number of COVID-19 cases in our **state/area/district**.

Through this model, students will spend two days per week learning in person and the rest engaged in remote learning.

We expect this transition to remain in place for at least **## days/weeks**. At that point, we will re-evaluate the situation and determine if we can move back to full in-person learning. We hope that this is a temporary measure and we can return to our regular school day schedule soon.

In addition, we will offer a remote-only learning option for families who do not feel comfortable having their students come to school. If you would like to explore this option, please contact your school's office.

The health, safety, and well-being of our school community remains our top priority. We are following sound protocols aligned with expert health guidance to ensure we are doing everything we can to protect students' health. We will implement the following protocols moving forward:

- All students and staff will be asked to self-monitor for [symptoms of COVID-19](#). If they are feeling sick, they should stay home from school. If they are experiencing symptoms of the virus, they should consult a healthcare professional and contact the school office right away.
- All students and staff members will be required to wear masks or face coverings. We will provide time for socially distanced "mask breaks" throughout the day.
- We will space out desks in classrooms to keep students separated whenever possible. We will also provide plexiglass shields and other personal protective equipment to reduce possible exposure in our building.
- Students and staff will be frequently reminded about the importance of proper handwashing. No-touch hand sanitizer units will be available throughout the building.
- To avoid large groups of students gathering in one place, we will adjust the way students move between classrooms and other spaces in our schools.
- Family members will be asked not to leave their vehicles when picking up or dropping off students.

If your student has a disability or you have questions regarding how this will affect the services and supports your student receives, you can reach out to **<NAME>** at **<PHONE_NUMBER>** or **<EMAIL_ADDRESS>**, or visit **<URL>**.

While we believe it is unlikely, it is possible that we may need to shift to full virtual learning in the future. We want you to be prepared, just in case it becomes necessary.

For the latest updates, please visit <URL>. Your student's school principal will follow up soon with further details on how teaching and learning will look, along with information on meal services, pick-up and drop-off procedures, and busing.

As always, thank you for your patience and understanding as we navigate this difficult situation.

Sincerely,

<NAME>, Superintendent
<DISTRICT_NAME>

WEBSITE UPDATE

The following template may be used to provide a brief update on the school district website to share that the district will move from full in-person learning to a hybrid model. Please note that you may need to adjust the details of this message depending on your district's situation and protocol.

UPDATE: <DATE>

Upon consulting the <NAME_OF_ENTITY>, the <DISTRICT_NAME> has decided to move to a hybrid learning model, starting on <DATE>. We have made this decision based on data indicating a recent increase in the number of COVID-19 cases in our state/area/district.

Through this model, students will spend two days per week learning in person and the rest engaged in remote learning.

We expect hybrid learning to remain in place for at least ## days/weeks. At that point, we will re-evaluate the situation and determine if we can move back to full in-person learning. We hope that this is a temporary measure and we can return to our regular school day schedule soon.

In addition, we will offer a remote-only learning option for families who request it. If you would like to explore this option, please contact your school's office.

Principals will follow up with families soon with further details on how teaching and learning will look, along with information on meal services, pick-up and drop-off procedures, and busing.

If your student has a disability or you have questions regarding how this will affect the services and supports your student receives, you can reach out to <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>, or visit <URL>.

We appreciate the patience and understanding of our families, students, and staff as we take this action to protect the health and safety of our school district community.

Resources:

- <Consider placing a list of local COVID-19 resources for families here (e.g., where to get tested near the school, FAQs from a local health department, official guidelines on how to quarantine)>

MEDIA STATEMENT

The following template may be used to provide a brief statement to the local news media to announce that the district will move from full in-person learning to a hybrid model. Please note that you may need to adjust the details of this message depending on your district's situation and protocol.

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

<CITY>, <STATE> — The <DISTRICT_NAME> has decided to move to a hybrid learning model, starting on <DATE>. Through this model, students will spend two days per week learning in person and the rest engaged in remote learning.

The district made this decision upon consulting the <NAME_OF_ENTITY> and based on data indicating a recent increase in the number of COVID-19 cases in the [state/area/district](#).

The district expects hybrid learning to remain in place for at least **## days/weeks**. At that point, district leaders and public health professionals will re-evaluate the situation and determine if a move back to full in-person learning is appropriate.

In addition, the district will offer a remote-only learning option for families who do not feel comfortable having their students come to school. Families interested in discussing this option should contact their school's office.

Principals will follow up with families soon with further details on how teaching and learning will look, along with information on meal services, pick-up and drop-off procedures and busing.

For further information and updates, please visit [<URL>](#).

###

SOCIAL MEDIA UPDATES

The following template may be used to provide brief updates on a district's social media platform focused on the district's move from full in-person learning to a hybrid model. Please note that you may need to adjust the details of this message depending on your district's situation and protocol.

Social Media Post #1 (IMMEDIATELY)

Platform	Content
Facebook	<p>The <DISTRICT_NAME> will move to a hybrid learning model, starting on <DATE>. Students will spend two days per week learning in person and the rest engaged in remote learning.</p> <p>We have made this decision upon consulting <NAME_OF_ENTITY> and based on data indicating a recent increase in the number of COVID-19 cases in our state/area/district.</p> <p>We expect this transition to remain in place for at least ## days/weeks. At that point, we will re-evaluate the situation and determine if we can move back to full in-person learning. We hope that this is a temporary measure and we can return to our regular school day schedule soon.</p> <p>We will also offer a remote-only learning option for families who request it. If you would like to explore this option, please contact your school's office.</p> <p>We appreciate the patience and understanding of our families, students and staff as we work to protect the health and safety of our school district community.</p> <p>For further information and updates, visit: <URL></p>
Twitter	<p>The <DISTRICT_NAME> will move to a hybrid learning model starting <DATE>. We hope this is a temporary measure & we can return to our regular schedule soon.</p> <p>For further updates, visit: <URL></p>

Social Media Post #2 (POST 1-2 HOURS LATER)

Platform	Content
Facebook	<p>Earlier, we shared that <DISTRICT_NAME> will temporarily move to a hybrid learning model, starting <DATE>. We would like to share information on meal services and technology.</p> <p><Explain how families of students learning remotely will pick up meals.></p>

	<p><Explain how the school will provide technology/devices for students to engage in remote learning, if applicable.></p> <p>For more information and updates, visit: <URL></p>
Twitter	<p>Families, please watch your inboxes for more information on how teaching and learning will look while we are engaged in our hybrid learning model. For further updates, visit: <URL></p>

PRINCIPAL EMAIL TO STAFF

The following is a template email message from the principal to their school staff to provide an update and more information on the transition to a hybrid learning model. Please note that you may need to adjust the details of this message depending on your district's protocol.

Dear Staff,

As you know, we will be moving to a hybrid learning model starting on **<DATE>**. I would like to follow up and provide you with more information on how teaching and learning will look moving forward. I am also sharing some updates on our pick-up/drop-off procedures, busing, meal services, and health and safety protocols.

To help reduce the number of students in our building at any given time, we will split our students into Cohort 1 and Cohort 2. The chart below outlines which students will be assigned to each cohort, along with the days they will learn in-person and remotely:

Note: Below is an example of a chart you may use to outline your school's hybrid learning model. The chart reflects a common model schools and districts are using.

	Cohort 1	Cohort 2
Who is in the Cohort	Students whose last names start with A-L	Students whose last names start with M-Z
In-Person Learning Days	Monday & Tuesday	Thursday & Friday
Remote Learning Days	Wednesday, Thursday & Friday	Wednesday, Thursday & Friday

Students who have different last names, but who live in the same household, will be assigned to the cohort associated with the **last name of the oldest student**. All students will learn remotely on Wednesdays, when our custodians will conduct a deep-clean of the building. While you may come to the building on Wednesdays if you would prefer, you are also free to provide instruction from an off-site location.

Pick-Up/Drop-Off

<Detail any changes to the pick-up/drop-off process.>

Riding the Bus

<Describe any changes to busing procedures, such as limited routes and assigned seating.>

Meal Services

<Explain any changes to the process for serving breakfast and lunch at the school. If applicable, explain how families of students learning remotely will pick up meals.>

Technology

<Explain how students can receive devices or mobile hotspots, if applicable.>

If your student has a disability or you have questions regarding how this will affect the services and supports your student receives, you can reach out to <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>, or visit <URL>.

Finally, we ask that you stay home if you are feeling sick. Please be aware of the primary symptoms of COVID-19, which include shortness of breath, coughing, and fever or chills. Other symptoms include congestion, sore throat, diarrhea, abdominal pain, body aches, and loss of taste or smell. If you begin to experience symptoms, please consult a healthcare provider and notify the school office.

I know that making this transition will present a number of challenges for our teachers and staff. I truly appreciate all your efforts as we work together to ensure the learning process continues under this adjusted teaching and learning model.

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

Sincerely,

<NAME>, Principal
<SCHOOL_NAME>

PRINCIPAL EMAIL TO FAMILIES

The following is a template email message from the principal to their school families to provide an update and more information on the transition to a hybrid learning model. Please note that you may need to adjust the details of this message depending on your district's protocol.

Dear Families,

As you know, we will be moving to a hybrid learning model starting on **<DATE>**. I would like to follow up and provide you with more information on how teaching and learning will look moving forward. This message also contains updates on our pick-up/drop-off procedures, busing, meal services, and health and safety protocols.

Cohort Information

To help reduce the number of students in our building at any given time, we will split our students into Cohort 1 and Cohort 2. The chart below outlines which students will be assigned to each cohort, along with the days they will learn in-person and remotely:

Note: Below is an example of a chart you may use to outline your school's hybrid learning model. The chart reflects a common model schools and districts are using.

	Cohort 1	Cohort 2
Who is in the Cohort	Students whose last names start with A-L	Students whose last names start with M-Z
In-Person Learning Days	Monday & Tuesday	Thursday & Friday
Remote Learning Days	Wednesday, Thursday & Friday	Wednesday, Thursday & Friday

Students who have different last names, but who live in the same household, will be assigned to the cohort associated with the **last name of the oldest student**. All students will learn remotely on Wednesdays, when our custodians will conduct a deep-clean of the building.

In addition, we will offer a remote-only learning option for families who request it. To discuss this option, please contact **<NAME>** at **<PHONE_NUMBER>** or **<EMAIL_ADDRESS>** as soon as possible.

Pick-Up/Drop-Off

<Detail any changes to the pick-up/drop-off process for families.>

Riding the Bus

<Describe any changes to busing procedures, such as limited routes and assigned seating.>

Meal Services

<Explain any changes to the process for serving breakfast and lunch at the school. If applicable, explain how families of students learning remotely can pick up meals.>

Health and Safety Practices

<Explain health and safety protocols that will be implemented as the building reopens.>

If your student has an IEP, your case manager will be reaching out soon to discuss how it will be implemented during hybrid learning.

Finally, we ask that students stay home if they are feeling sick. Please be aware of the primary symptoms of COVID-19, which include shortness of breath, coughing, and fever or chills. Other symptoms include congestion, sore throat, diarrhea, abdominal pain, body aches, and loss of taste or smell. If your student begins to experience symptoms, please keep them at home, consult a healthcare provider and notify your school office.

We know that making this transition will present a number of challenges for our families. We truly appreciate your flexibility and understanding as we work to protect everyone's health and safety during this challenging time.

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

Sincerely,

<NAME>, Principal
<SCHOOL_NAME>

VIDEO UPDATE

The following is an example of a script a superintendent or staff member may use to record a brief video update regarding the district's move to a hybrid learning model. This video should be kept to 3 minutes or fewer, if possible. Please note that you may need to adjust the details of this message depending on your district's situation and protocol.

Hello, this is <NAME>, <TITLE> with the <DISTRICT_NAME>, speaking with you on <DATE>.

As you may know, we will be moving to a hybrid learning model starting on <DATE>.

While I know this is disappointing news for many in our school community, please know that we have made this decision based on the available data. Our top priority continues to be protecting the health and safety of our students, staff, and families.

Your student's principal will be following up soon with information on student cohorts, including which days they will learn in school versus remotely. Please be on the lookout for this email message.

We expect hybrid learning to remain in place for at least ## days/weeks. At that point, we will re-evaluate the situation and determine if we can move back to full in-person learning. We hope that we can return to our regular school day schedule soon.

There is also a remote-only learning option for students with health concerns or families who do not feel comfortable having their students come to school. For more information on this option, please contact your student's school office.

Finally, it's also important to understand that we may need to shift our approach if conditions related to COVID-19 change. This could include moving to all-remote learning for a period of time.

On behalf of the <DISTRICT_NAME>, thank you for your continued support and understanding.