



BROOKLYN LAB
CHARTER SCHOOL



COMMUNICATION PROTOCOL:

Communicating with students, families and staff members who will return to school after a quarantine

The following are steps to take when communicating directly with students, families, and/or staff members to welcome them back to school after a quarantine. (Templates are available by clicking the links in each step.)

COMMUNICATING WITH STUDENT/FAMILY

- 1) The school principal and/or designated staff member [sends an email message](#) to the family of the student who will return from a quarantine.
- 2) If requested, the school principal and/or designated staff member conducts a phone call or video call with the student's family to discuss next steps and answer any questions.

COMMUNICATING WITH STAFF MEMBER

- 1) The school principal [sends an email](#) to the staff member who will return from a quarantine.
- 2) The school principal conducts a phone call or video call with the staff member who will return from a quarantine to discuss next steps and answer any questions.

EMAIL TO STUDENT/FAMILY

The following is a template you may use to communicate with the family of a student about to return to school after a quarantine. Please note that you may need to adjust the details of this message depending on your school or district's protocol.

Note: If this message is to the family of a student who receives special education services, the staff member sending the email should first consult someone knowledgeable about these services.

Dear <NAME> and Family,

I hope you are doing well. I am so pleased to hear that you are feeling better and that you will be able to return to school for in-person learning on <DATE>.

We appreciate your efforts to engage in remote learning during your quarantine. Your teacher will be following up with information on any assignments or activities that you may need to review or make up. I know that the first few days back may be a little challenging, so please let me know if there is anything I can do to support you during this time.

As you make your return, we ask that you continue to be extra careful and follow some key health and safety protocols, including:

- Please wear a mask or face covering whenever you are inside the building and when at least six feet of distancing cannot be maintained. We will provide time for socially distanced “mask breaks” throughout the day.
- As you know, we have spaced out desks in classrooms to keep students and staff separated whenever possible. Please continue to practice good social distancing and respect others' space.
- Wash your hands frequently throughout the day—and especially after using the restroom and before eating. No-touch hand sanitizer units are also available in classrooms and hallways.
- If you are feeling sick, please stay home from school.

Once again, thank you for doing your part to protect the health and well-being of our entire school community and prevent the spread of COVID-19. If you have any questions, please do not hesitate to contact me.

Sincerely,

<NAME>, <TITLE>
<SCHOOL_NAME>

EMAIL TO STAFF MEMBER

The following is a template you may use to communicate with the family of a student about to return to school after a quarantine. Please note that you may need to adjust the details of this message depending on your school or district's protocol.

Dear <NAME>,

I hope you are doing well. I am so pleased to hear that you are feeling better and that you will be able to return to our building on <DATE>.

Your students have been doing a great job continuing the learning process with their substitute teacher. I know that the first few days back may be a little challenging, so please let me know if there is anything I can do to support you during this time.

As you make your return, we ask that you continue to be extra careful and follow some key health and safety protocols, including:

- Please wear a mask or face covering whenever you are inside the building and when at least six feet of distancing cannot be maintained.
- As you know, we have spaced out desks in classrooms to keep students and staff separated whenever possible. Please continue to practice good social distancing.
- Wash your hands frequently throughout the day. No-touch hand sanitizer units are also available in classrooms and hallways.
- If you are feeling sick, please stay home.

Once again, thank you for doing your part to protect the health and well-being of our entire school community and prevent the spread of COVID-19. If you have any questions, please do not hesitate to contact me.

Sincerely,

<NAME>, <TITLE>
<SCHOOL_NAME>