



BROOKLYN LAB
CHARTER SCHOOL



COMMUNICATION PROTOCOL:

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

The following are recommended communication steps to take if an entire school district or system will transition from a hybrid model to full in-person learning, likely due to a low rate of COVID-19 infections in the area. 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 full in-person learning.
- 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 an update](#) 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 and the health/safety protocols that will be implemented.
- 9) The principal of each school sends an [email to families](#) with an update on the transition and the health/safety protocols that will be implemented. Post this communication to the school website.
- 10) The superintendent records a [short video update](#) focused on the move to full in-person learning. Share the video via social media and other channels.

Find more resources and templates at <https://www.engageequitably.org>.

EMAIL TO DISTRICT STAFF

The following is a template email from the superintendent to announce to all staff that the district will move from a hybrid learning model to full in-person learning. 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 full in-person teaching and learning model, effective <DATE>.

We have made this decision based on a decrease in/flattening of the number of COVID-19 cases in our area. With this model, students will attend school in person, five days per week.

Please know that the health, safety, and well-being of our school community remains our top priority. We will continue to follow sound protocols aligned with expert health guidance to ensure we are doing everything we can to protect the health of our students and staff.

To that end, staff and students will be required to wear masks and engage in social distancing . We will also encourage frequent hand-washing and thoroughly clean and disinfect all high-touch surfaces and common areas on a regular basis. We have also worked to improve air ventilation and air quality in our buildings.

In addition, we will offer a remote-only learning option for families who do not yet feel comfortable having their students return to school.

The primary symptoms of COVID-19 are 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 stay home, consult a healthcare provider, and notify the school office.

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.

We look forward to returning to full in-person teaching soon. Your principal or supervisor will follow up with more details on making the transition. Once again, 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 a hybrid learning model to full in-person learning. 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>.

I am calling to share that the <DISTRICT_NAME> has decided to move to a full in-person teaching and learning model. Starting <DATE>, Students in all our schools will attend school in person, five days per week.

We have made this decision based on a decrease in/flattening of the number of COVID-19 cases in our area.

We will also offer a remote-only learning option for families who do not yet feel comfortable having their students return to school.

We will follow up shortly with an email that contains more information. 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 a hybrid learning model to full in-person learning. 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,

I am writing to share that, upon consulting closely with the **<NAME_OF_ENTITY>**, the **<DISTRICT_NAME>** has decided to move to a full in-person teaching and learning model. We have made this decision based on a **decrease in/flattening of** the number of COVID-19 cases in our area.

Starting **<DATE>**, students will begin attending school in person, five days per week. At that time, we will no longer use our current hybrid model.

Please know that the health, safety, and well-being of our school community remains our top priority. We will continue to follow sound protocols aligned with expert health guidance to ensure we are doing everything we can to protect everyone's health.

To that end, students and staff will be required to wear masks and engage in social distancing . We will also encourage frequent hand-washing and thoroughly clean and disinfect all high-touch surfaces and common areas on a regular basis. We have also worked to improve air ventilation and air quality in our buildings.

In addition, we will offer a remote-only learning option for families who do not yet feel comfortable having their students return to school. If you would like to discuss this option, please call your student's school office as soon as possible.

The primary symptoms of COVID-19 are 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 home, consult a healthcare provider, and notify the school office.

For further updates on our reopening plan, visit **<URL>**.

We look forward to returning to full in-person teaching soon. Your principal will follow up with more details on making the transition. Once again, thank you for your patience, understanding, and flexibility.

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 a hybrid learning model to full in-person learning. 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 full in-person teaching and learning model. We have made this decision based on a decrease in/flattening of the number of COVID-19 cases in our area.

Starting <DATE>, students will begin attending school in person, five days per week. At that time, we will no longer use our current hybrid model.

Please know that the health, safety, and well-being of our school community remains our top priority. We will continue to follow sound protocols aligned with expert health guidance to ensure we are doing everything we can to protect the health of our students, staff, and families.

The primary symptoms of COVID-19 are 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 home, consult a healthcare provider, and notify the school office.

In addition, we will offer a remote-only learning option for families who do not yet feel comfortable having their students return to school. If you would like to discuss this option, please call your student's school office as soon as possible.

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 a hybrid learning model to full in-person learning. 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 IN-PERSON LEARNING

<CITY>, <STATE> — Based on guidance from the <NAME_OF_ENTITY>, the <DISTRICT_NAME> has decided to move from its current hybrid learning model to full in-person teaching and learning.

Starting <DATE>, students will begin attending school in person, five days per week.

District administration has made this decision based on a decrease in/flattening of the number of COVID-19 cases in the area.

The district will continue to implement a variety of health and safety measures designed to prevent the spread of COVID-19 and other illnesses. These include mandatory face coverings, social distancing, frequent hand-washing and the regular cleaning and disinfecting of high-touch surfaces and common spaces. We have also worked to improve air ventilation and air quality in our buildings.

The primary symptoms of COVID-19 are 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 a student begins to experience symptoms, families are asked to keep them home, consult a healthcare provider, and notify their school office.

For further information and updates on the district's reopening plan, please visit <URL>.

###

SOCIAL MEDIA UPDATE

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

Platform	Content
Facebook	<p>The <DISTRICT_NAME> will move to a full in-person teaching and learning model, effective <DATE>. We have made this decision based on a decrease in/flattening of the number of COVID-19 cases in our area.</p> <p>Please know that the health, safety and well-being of our school community remains our top priority. We will continue to follow sound protocols aligned with expert health guidance to ensure we are doing everything we can to protect the health of our students, staff, and families.</p> <p>We will also offer a remote-only learning option for families who request it.</p> <p>Health and safety protocols within our buildings will include mandatory face coverings, social distancing, frequent hand-washing, and the regular cleaning and disinfecting of high-touch surfaces and common spaces. We have also worked to improve air ventilation and air quality in our buildings.</p> <p>For further information and updates on the district's reopening plan, visit: <URL>.</p>
Twitter	<p>We're pleased to share that we will move from our current hybrid model to a full in-person learning, starting <DATE>. We've made this decision based on a decrease in/flattening of the number of COVID-19 cases in our area.</p> <p>For more 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 move to full in-person learning. 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 full in-person teaching and learning model, starting **<DATE>**. I would like to follow up and provide you with more information on making this transition.

First, I know that returning to full in-person learning may cause some anxiety. Please know that we are doing everything we can to ensure your safety and well-being. I truly appreciate all you are doing to serve our students and families.

We will continue to follow strict health and safety protocols throughout our building, including:

- 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 right away and notify the school office.
- 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. 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 school.
- Family members will be asked not to leave their vehicles when picking up or dropping off students.

While we are pleased that we will be able to resume a more normal school schedule, it is critical that we continue to take the steps necessary to protect the health of the people in our building and our entire community. This remains our top priority.

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 move to in-person learning. 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 full in-person learning model, starting **<DATE>**. I would like to follow up and provide you with more information on making this transition.

First, I know that returning to full in-person learning may cause some anxiety. Please know that we are doing everything we can to ensure the safety and well-being of everyone in our building. We will continue to follow strict health and safety protocols, including:

- 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 right away and notify the school office.
- 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. We will also provide plexiglass shields and other personal protective equipment to reduce possible exposure.
- 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 school.
- Family members will be asked not to leave their vehicles when picking up or dropping off students.

While we are pleased that we will be able to resume a more normal school schedule, it is critical that we continue to take the steps necessary to protect the health of the people in our buildings and our entire community. This remains our top priority.

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

For further updates on our district's reopening plan, visit **<URL>**.

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>**.

As always, thank you for the support and understanding you have provided as we have managed the many challenges of the pandemic. Please do not hesitate to contact me with any questions or concerns.

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 plan to move to full in-person instruction. 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 likely know, we plan to move to a full in-person learning model throughout our schools. This will start on <DATE>.

Within our buildings, we will continue to work to ensure students are physically distanced as much as possible throughout the school day. We will also require all students and staff to wear masks or face coverings. Everyone will be encouraged to wash their hands frequently, especially after using the restroom and before eating.

We have also worked to improve air ventilation and air quality in our buildings.

It's also important to understand that we may need to shift our approach to teaching and learning if conditions related to COVID-19 change. We must all be prepared to transition back to a hybrid model, or even a full virtual model, if we see an increase in cases in our area or in our schools.

There will be a remote-only learning option for students with health concerns or families who do not yet feel comfortable having their students return to school. For more information on this option, please contact your student's school office as soon as possible.

Finally, please keep in mind that the primary symptoms of COVID-19 are 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 home, consult a healthcare provider, and notify the school office.

For further updates on our reopening plan, visit <URL>.

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