District Logo/Letterhead

Dear Parent/Guardian:

Providing the safest environment for our students, faculty, and visiting community members while they are within our district grounds continues to be our top priority at District Name. COVID-19 has presented everyone including school districts with enormous challenges, and we have worked tirelessly to understand the precautions we should take to reduce the likelihood of exposure within our schools.

We have evaluated and implemented physical configuration changes, technology changes, as well as new cleaning protocols for when we return to campus. These changes will assist us with ensuring social distancing, reduced physical contact, immediate notification if a potential exposure is identified, as well as contact tracing if exposure takes place.

We know that returning to campus may cause some to feel anxious or uneasy. We want to take a moment to share with you some of the changes you can expect when visiting our schools in an effort to assure you that we are taking every precaution possible and ease as many of your concerns as we can [all of the below are examples, please customize, add and remove according to your district’s policies].

* Implementation of COVID-19 screening questions during sign-in process [include any district-specific questions in this list]
	+ Have you been exposed to anyone who has been positively diagnosed with COVID-19?
	+ Are you displaying symptoms, such as a fever or dry cough?
	+ Have you yourself been diagnosed with COVID-19?
	+ Have you traveled within the last 30 days to any country or urban center considered high-risk by the CDC?
	+ Do you currently have a fever?
* Implementation of Raptor Kiosk to reduce physical contact
* Relocation of scanner and printer to reduce contact during sign-in process
* Hourly cleaning of all equipment and hard surfaces to reduce contamination and exposure
* Visual indicators on floors throughout campuses to indicate safe margins for social distancing

Thank you in advance for your understanding and support. We are in this together and are happy to answer any questions you may have surrounding the changes to our visitor sign-in process.

Sincerely,