**Template Letter to Families (Announce Blueprint)**

Month XX, 2020

To: [School/District] Families and Community Members  
Re: Operational Blueprint for Reentry for School Year 2020-21

We miss being together in person in school and as a community. We hope you are healthy and safe, and we appreciate all you are doing to support one another and [school/district name] in a time of need. We have been working to engage with you while staying focused on your child’s well-being and learning. We are preparing to be strong, safe, and ready, because all children need access to an equitable, high quality education and all the nutrition, health, and social supports that come with it. You are our essential partners, and many of you have given us your time and energy as we develop a plan together for **how school is being organized and delivered in 2020-21**.

As we look towards the coming school year, Governor Brown has begun the process of reopening and building a safe and strong Oregon. This fall Oregon will begin a process to provide in-person instruction in our schools again. However, we will still be living under the virus, and community-wide immunity is many months off. Governor Brown has said, “*I again ask Oregonians to come together and be smart. Reopening any part of our state comes with risk. This virus is still very dangerous, and it still poses a great threat. Please follow the safety measures we are putting in place.*”

As we mentioned to you in a previous letter, on June 10, 2020, the Oregon Department of Education (ODE) released [*Ready Schools, Safe Learners Guidance*](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf) designed for school leaders that puts forward the requirements and recommendations we will use to plan for the fall. Oregon Health Authority epidemiologists helped create and vet this guidance so that we could have clear health and safety protocols to follow for a variety of scenarios. The guidance was updated during the summer according to feedback and contextual changes.

[Who/names/teams/school/district] have prepared a first draft of an **Operational Blueprint for Reentry *(link to yours)*** so you can anticipate how [school/district name] is preparing for students to come back to school this fall. We can also anticipate changes along the way, and we will all need to navigate the state’s evolving efforts to mitigate COVID-19.

Every school, under the direction of the district, determines whether we teach all students on-site, teach all students through new comprehensive distance learning, or utilize a hybrid model. **Our plan is currently a [on site/hybrid/comprehensive distance learning] instructional model.** It is based on the distinct strengths and needs of [school/district name] and our engagement with you through [describe process of engagement, or numbers of those who engaged]. We’ve tailored the plan to our local context and needs by:

* List out 3-5 specific parts of guidance (suggested elements listed for focus)
* Public Health Protocol
* Equity Protocol
* Instruction Protocol
* Family and Community Engagement Protocol
* The blueprint also includes a communicable disease plan and close coordination between our schools, school districts, and the local public health authorities.

[If further engagement is happening or needed, describe here.]

We are honored to work beside you to meet the challenges and opportunities of this moment. The immense effort we must all contribute, and the patience that will be necessary as health circumstances shift over time, is well worth it for the sake of [school/district name] students to receive learning in a safe, ready school environment.

[signoff]