



LITCHFIELD ELEMENTARY SCHOOL DISTRICT

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Connect, Educate, Empower our LESD Family and Community

NOTIFICATION OF CLASS TRANSITION TO DISTANCE LEARNING

[MONTH, DAY, YEAR]

Dear [SCHOOL MASCOT] Families,

This letter is to inform you that, effective [DATE], [TEACHER NAME'S] class will transition to Distance Learning until [DAY, MONTH, DATE]. This decision is a result of a staffing shortage at our school, primarily caused by health and safety protocols that demand quarantining in cases of close contact with someone who has COVID-19.

We have no reason to believe that your child has been exposed to someone with COVID-19. Rest assured that we will notify you if your child is in close contact or indirect contact with someone who has COVID-19. Keep in mind that HIPPA guidelines and the privacy rights of students and staff must be protected. Please visit the COVID section of our website for sample notification letters.

Litchfield Elementary School District is committed to its strong mitigation plan to do our part in protecting students and staff from exposure to COVID-19. We are proud of our Healthy Verify Certification and grateful to our [SCHOOL MASCOT] family for taking measures to slow the spread of the coronavirus. Please visit the *Plan for Reopening* in the COVID section of our website to learn more about the proactive steps we are taking to promote health and safety.

Adherence to public health recommendations is our best chance at getting students back into classrooms. We urge you and your family to physically distance, avoid gathering with people outside of your household, wear face coverings, wash hands frequently, and stay home when you do not feel well.

Thank you for your patience during this challenging time.

Sincerely,

[NAME]

Principal

[FULL NAME OF SCHOOL]