Dear [Superintendent/Principal/Other Contact]:

We are writing to alert you to conditions in [Name of School(s)/District] that if not remedied immediately will compromise the health and safety of students and staff, and may pose a danger to the larger community by increasing the spread of COVID-19 [IF APPLICABLE: , and to demand bargaining with respect to this matter]. [IF APPLICABLE: In addition, the current conditions appear to violate the [District’s/School’s/State] [guidelines/mandates] on [COVID-19 mitigation measures].

 It has come to our attention that [School/District] has not been properly implementing cleaning and disinfecting protocols in the school building, an essential mitigation measure to help reduce the spread of SARS-CoV-2. Specifically, [DESCRIBE THE PROBLEM]. [IF APPLICABLE: School officials were notified about these concerns….]

[IF APPLICABLE: As you are aware, the [District’s/School’s/State] [guidelines/mandates] on cleaning and disinfecting [mandate/recommend]….]. Based on the reports we have received, the [District/School] is not complying with this [mandate/guideline].]

[IF APPLICABLE: The failure to adhere to this COVID-19 mitigation protocol is also a violation of our agreement regarding the conditions for a safe reopening of schools to in-person instruction.]

As you know, the [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html) states that “cleaning and disinfection is an integral part of reopening schools,” which requires planning and adhering to important guidance related to frequent cleaning of high-touch surfaces, cleaning areas used by any COVID-19-infected individual, and ensuring safe use of approved cleaning products. [INCLUDE AS APPLIABLE: The CDC specifically recommends that any area used by an infected person should be closed off and should not be used until it has been cleaned and disinfected, following a 24-hour waiting period prior to cleaning. [The CDC recommends](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html) that high-touch surfaces such as doorknobs, light switches, sink handles, playground equipment, and countertops be cleaned frequently on a regular schedule by staff who have been properly trained in safe use of the cleaning products being used. Schools should be using [EPA-approved products](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19) for all disinfecting, and should ensure safe use and storage of these products. However, just because a product is approved by the EPA does not mean it is appropriate for all uses within a school environment. Disinfectants are not necessarily needed in all contexts, and a cleaning and disinfection plan should specify when common cleaners rather than disinfectants should be used.]

As the [CDC lays out in its Indicators for Dynamic School Decision-Making](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds) failure to effectively implement these basic COVID-19 mitigation measures increases the risk of transmission in the school, putting students and their families at risk, as well as increasing the risk to school staff and their family members. [IF APPLICABLE: According to the CDC Indicators for school reopening, [District/School] is in an area coded orange/red meaning there is a higher/highest risk of transmission of COVID-19 in schools. OR The community positivity rate is [INSERT POSITIVITY RATE]; whereas, the World Health Organization (WHO) recommends a threshold 5% positivity rate for the previous 2 weeks when thinking about reopening schools safely. This makes it even more important that these COVID-19 mitigation measures are immediately enforced/put into place.]

We call on the [District/School] to immediately remedy this failure to adhere to crucial mitigation measures to combat the spread of COVID-19. The health and safety of our entire school community depend on a swift, appropriate response by [School/District] and full transparency about the measures taken to address these concerns. Please provide copies of any documents describing the district’s COVID-19 mitigation policies and strategies. [If APPLICABLE: Please contact me as soon as possible with your availability to meet to negotiate these matters.] We look forward to working with you to ensure that these problems are quickly resolved.

Sincerely,

cc: [School Board members?]

 [PTA/PTO?]

 [Local Health Department?]