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.

[USE THIS SECTION FOR MASK ISSUES]

It has come to our attention that [School/District] has not been consistently [enforcing/requiring] mask usage, 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 mask wearing [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/cloth-face-cover.html) strongly encourages the use of masks in schools, and adaptations and alternatives only where mask-wearing is not feasible. The [CDC further references](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds) consistent and correct mask usage by all students, teachers, and other staff in schools as a critical mitigation strategy if schools are going to be open to in-person instruction.

[USE THIS SECTION FOR DISTANCING ISSUES]

It has [also] come to our attention that [School/District] has not been consistently [enforcing/requiring] social distancing, an[other] 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 social distancing [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.]

[According to the CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html), “[l]imiting close face-to-face contact with others is the best way to reduce the spread of coronavirus disease,” and the CDC strongly recommends maintaining six (6) feet of distance between individuals who do not share a household both indoors and outside. In [its guidance specifically responding to school administrator’s questions](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools-faqs.html), the CDC also emphasizes the importance of maintaining at least 6 feet of distance between individuals in schools, and provides that even when this is not feasible, distance should be kept at as close to 6 feet as possible, suggesting that schools may want to consider additional physical barriers and noting that mask-wearing is particularly critical in these situations.

[CONCLUSION – USE FOR ALL ISSUES]

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/these] failure[s] 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?]