

Last Updated: 7/13/20

Below are two examples of messages that could be used to communicate operational changes due to a change in the reopening phase of our state or in your community. The examples below use a scenario where your community is following a change issued by the Governor. That would change if your system or school is responding to a phase change made specifically for your parish by your parish leader. As with every example in this communications plan, please change and alter these messages to fit your specific needs or to address different stakeholders.

### Phase Up Message Example

Dear **{ENTER SCHOOL OR SYSTEM}** Families,

Today Governor Edwards announced that Louisiana will enter Phase 3 of reopening beginning **{ENTER DATE}**. This reopening progress is the direct result of communities like ours following the guidelines and recommendations schools developed with health officials. Thank you for your cooperation and patience as we navigate this challenging time together with the shared goal of doing what's best for children.

Our system planned for shifts in operations while developing reopening plans for this school year. As we enter Phase 3, some of our current operations will change. Please carefully read through the list below to see how these changes will impact your child. These new operations will begin **{INSERT DATE}**. I'm proud of the progress we're making together. I know we will continue this collaborative effort as we work towards eventually returning to normal operations. If you have any questions or concerns, please **{EMAIL OUR DEDICATED EMAIL ADDRESS\CONTACT OUR SCHOOL\OTHER AVENUE TO SHARE CONCERNS}**

**{INSERT BULLETED LIST OF HOW OPERATIONS WILL CHANGE IN NEW PHASE}**

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### Phase Down Message Example

Dear **{ENTER SCHOOL OR SYSTEM}** Families,

Today Governor Edwards announced that Louisiana will return to Phase 1 of reopening beginning **{ENTER DATE}**. The safety of our students and employees is our top responsibility. This difficult decision was made in the best interest of the health and safety of our citizens.

Our system planned for shifts in operations while developing reopening plans for this school year. As we enter Phase 1, some of our current operations will change. Please carefully read through the list below to see how these changes will impact your child. These new operations will begin **{INSERT DATE}**. Thank you for your cooperation and patience as we navigate this challenging time together with the shared goal of doing what's best for children. If you have any questions or concerns, please **{EMAIL OUR DEDICATED EMAIL ADDRESS\CONTACT OUR SCHOOL\OTHER AVENUE TO SHARE CONCERNS}**

**{INSERT BULLETED LIST OF HOW OPERATIONS WILL CHANGE IN NEW PHASE}**