**Phone and Text Script for Color-Coded Transition

Purpose:** The following language can be used if your district relies on the Oklahoma State Department of Health’s color-coded map to adjust protocols as needed for your district.

**Application:** Establish a regular routine for notifying staff and families about protocols required for the coming week. Post the information on the district’s website, place a phone call to parents on Friday evening (after the state map is updated) and send a reminder text on Sunday afternoon. Communicate this procedure (or the procedure you select) before the school year begins.

You also can encourage parents to access the map that aligns with Oklahoma State Department of Education criteria at ossba.org/map.

**Phone message**Good evening. This message is for [District] Public Schools families, teachers and support staff. As you likely know, we are utilizing the Oklahoma State Department of Health’s weekly COVID-19 Alert System to determine appropriate safety protocols for our schools each week. The alert system, which measures the risk of exposure across the state, is currently [color] for [Name of County]. This means we are at the [new normal, low, moderate or high] level of risk.

For the week of [Day, Date] through [Day, Date] the following safety measures will apply for our schools: [insert requirements for your district at this risk level.]

The district’s ongoing commitment to conduct regular deep cleaning, to encourage frequent handwashing and to promote social distancing when possible will be enforced as well. If you have questions about these guidelines, please contact your school office.

There is nothing more important to [District] than the safety and health of our students and staff. We appreciate your cooperation and support.

**Website**[District] Public Schools is utilizing the Oklahoma State Department of Health’s weekly COVID-19 Alert System to determine appropriate safety protocols for our schools each week. The alert system, which measures the risk of exposure across the state, is currently [COLOR] for Garfield County. This means we are at the [new normal, low, moderate or high] level of risk.

You can view the color-coded risk map at ossba.org/map.

For the week of [Day, Date] – [Day, Date],] the following safety measures will apply:

* [insert requirement for your district at this risk level]

The district’s ongoing commitment to conduct regular deep cleaning, to encourage frequent handwashing and to promote social distancing when possible will be enforced as well. If you have questions about these guidelines, please contact your school office.

There is nothing more important to [District] than the safety and health of our students and staff. We appreciate your cooperation and support.

**Text**For the week of [Date] – [Date], [District] will use safety protocols required at the [COLOR] level. To learn more, please visit: [website]. Thank you for your cooperation.