

School Reopening Staff Responsibilities

Date: [Insert Date]

Dear [Staff Member's Name],

As we prepare for the reopening of our school, we want to outline the responsibilities expected of each staff member to ensure a safe and productive environment for our students and staff. Please review the following responsibilities assigned to you:

1. Health and Safety Protocols

- Monitor and enforce mask-wearing and social distancing guidelines.
- Ensure proper sanitation of classroom supplies and equipment.
- Conduct daily health screenings for students upon entry.

2. Classroom Management

- Prepare seating arrangements to comply with social distancing requirements.
- Implement engaging online and in-person lesson plans.
- Communicate effectively with students and parents regarding safety measures.

3. Communication and Coordination

- Attend all staff meetings to discuss protocols and updates.
- Coordinate with fellow staff members to address any concerns.
- Provide feedback on the reopening process for continuous improvement.

Thank you for your commitment to making our school reopening a success. Your efforts are vital in ensuring a safe and nurturing environment for our students.

Sincerely,

[Your Name]

[Your Title]

[School Name]