Dear Staff and Families of XXXX School / XXX District,

The state of Oregon, along with Washington and California, have issued [a travel advisory](https://mailchi.mp/oregon/news-releaseoregon-california-washington-issue-travel-advisories?e=c05c438299), urging against non-essential out-of-state travel. [Non-essential travel](https://ca.usembassy.gov/travel-restrictions-fact-sheet/) includes travel that is considered tourism or recreational in nature. The travel advisory is in effect now for all Oregon counties through December 2 but may be extended for certain Oregon counties past that date.

We want to clarify what the travel advisory means for staff, students and families in our community.

**Most Important:**

We know gatherings can be an opportunity to reconnect with family and friends. Unfortunately, the COVID-19 epidemic is worsening, and small household gatherings are a key contributor to the rise in COVID-19 cases. This holiday season, consider how your holiday plans can be modified to reduce the spread of COVID-19 to keep your friends, families, and our community healthy and safe.

**What the Travel Advisory Means for Students, Staff and Families:**

1. The advisory asks people to self-quarantine for 14 days after arriving from another state or country, and encourages residents to stay local. If you do not need to travel, you shouldn’t.
2. The 14-day quarantine does not apply to individuals who cross state or country borders for essential travel, such as every day work or medical care.
3. If you have guests visit your home from another state or country, they should practice self-quarantine for 14 days after arrival. It is not necessary for household members to self-quarantine upon their departure unless a guest is tested and confirmed positive for COVID-19. Then all household members are close contacts and should self-quarantine.
4. Everyone in Oregon is subject to the self-quarantine advisory if they travel out of state for non-essential travel. It is expected that all students, staff, and community members comply with the advisory. We have a duty of care to one another to do all we can to minimize the spread of COVID-19. Doing so will save lives.

**Staff Leave Time**

[INSERT specific information about leave options]

**Comprehensive Distance Learning**

[INSERT specific information about instruction options available]

If you have further questions about how the travel advisory impacts our work, please contact me at blank email address.

Sincerely,

Superintendent XXXX or Principal XXXX