**EMAIL TO TEAM MEMBERS ABOUT CANCELLATIONS** 

Subject: Cancellations due to COVID-19  

Dear Clarke [Location] Team,  

We are continuing to monitor the impact of COVID-19.  

This week, the [Location] Health Department recommended [Location] Public Schools cancel field trips and all large public gatherings held at schools.  

Clarke is following district protocol. As such, we are taking proactive, cautious measures with field trips and events through [Date]. The following events with XX or more people and field trips are cancelled through [Date]:  

* XX
* XX
* XX

We will be in touch if we are able to reschedule any activities.

Thank you in advance for your support as we notify families and partners.  

XX