

Use this template by copying and pasting the text onto school letterhead. It is recommended that schools send this letter or similar letter home to parents/ guardians early in the school year.

DRAFT – 2nd Parent Flu Letter for Schools

Date:

Dear Parent or Guardian:

This letter is to inform you that some students and staff in our school are sick with flu-like symptoms. We hope they will get better quickly.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who become sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Do not send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Again, be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

Attached again is the Flu Symptom Checklist and fact sheet on H1N1 for your convenience.

If you have questions, contact your School Nurse or healthcare provider. You can call the school hotline number, *[Insert school info here]*. You can also get more information by calling the Kendall County Health Department Flu Hotline number, 630-553-8340 or visiting their website at www.kendallhealth.org.

Sincerely,

Att. (2)