

(Date)

Dear Parents and Guardians:

This letter is to inform you that (an outbreak, a case) of the H1N1 influenza virus has (occurred in, been reported in) (name of school, our school district, our community). We are working with local and state health officials to monitor the situation, and at this time, schools will remain open and operating normally.

The best way to reduce the spread of H1N1 or any other virus is to practice good hygiene, and we encourage you to teach your children to wash their hands often, keep their hands away from their eyes, nose and mouth, and cover coughs and sneezes with their sleeve or a tissue. For more prevention tips, visit the Illinois Department of Public Health online at http://www.idph.state.il.us/h1n1_flu/index.htm.

Please keep your child home from school if he or she shows any flu symptoms, including fever, cough, sore throat, body aches, headaches, chills and fatigue, and contact your health care provider and the school immediately.

Students who come to school with flu symptoms will be evaluated by our nursing staff and sent to a room separate from others (and if possible, given a surgical mask to wear) until he or she can be sent home. Students with the flu should stay home until at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicines.

For more about H1N1 and seasonal flu viruses, visit <http://www.isbe.net/htmls/H1N1.htm>, www.cdc.gov/h1n1flu or www.flu.gov.

Let me assure you that the health and well being of our students is my top priority, and we are doing everything possible to address the situation. Please feel free to contact my office if you have any questions or concerns.

Sincerely,

(Name)

(Title)