

(Date)

Dear Parents and Guardians:

This letter is to inform you that (an outbreak, number of cases) 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 have decided to close schools until further notice. It is important we keep our children home to keep them healthy and battle the spread of the flu. We will be in contact with local media to make sure parents and guardians are up to date on the latest developments.

It is important we follow advice from health officials to stay healthy. 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](http://www.idph.state.il.us/h1n1_flu/index.htm).

Please watch your child for flu symptoms, including fever, cough, sore throat, body aches, headaches, chills and fatigue, and contact your health care provider if any concerns arise.

For more about H1N1 and seasonal flu viruses, visit <http://www.isbe.net/htmls/H1N1.htm>, [www.cdc.gov/h1n1flu](http://www.cdc.gov/h1n1flu) or [www.flu.gov](http://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. We will be working diligently to reopen schools as soon as possible.

Sincerely,

(Name)

(Title)