# [school letterhead]

[Date]

**Potential Exposure to Influenza (Flu)**

Dear Staff, Student, or Parent/Legal Guardian,

We are writing to inform you that our school has had an increased number of absences due to influenza-like illness in some of our staff and students. This time of year, many students may experience symptoms of respiratory illness due to common viruses, including influenza (also known as the flu). For more information, please refer to the enclosed influenza fact sheet.

Since the flu can be very contagious and is a potentially serious illness, we have implemented steps for controlling the spread in our building. We recommend families also follow the steps below to help prevent the spread of flu.

* **Keep your children home if they are ill with any of the following:**
  + Fever (usually high, at or above 100° F)
  + Head, muscle, or body aches
  + Extreme fatigue or tiredness
  + Dry cough

* Your children may return to [school/childcare] when they have been **without a fever for at least 24 hours**. This means a temperature less than 100 degrees without taking anti-fever medications**.**
* Teach your children to **cover their coughs and sneezes** with a tissue or with their elbow to avoid spreading the flu germs. If you cough or sneeze into your hands, you risk spreading disease when you touch surfaces that others come into contact with.
* Encourage your children to **wash their hands frequently** during the day, especially after using the bathroom, before eating, and after accidentally coughing or sneezing into their hands. Washing with soap and warm, running water for 20 to 30 seconds is one of the best ways of avoiding respiratory illnesses. If soap and water are not available, use alcohol-based hand sanitizer.
* **Make sure vaccinations are up to date.** Annual flu vaccinations are the best way to protect you and your family from the flu. Annual flu vaccination is recommended for everyone 6 months and older. More information about the flu and flu vaccination is available on the CDC Flu page: <http://www.cdc.gov/flu/index.htm>

If you have any questions, please feel free to call [school contact] at [phone number].