

INFECTIOUS DISEASE

(State purpose of letter)

In coordination with the Center for Disease Control, our local health department has issued a health advisory for Swine Influenza. There have been ten confirmed cases throughout the state of which one was in our school district.

(Describe the situation.)

Swine Influenza is a respiratory disease that is transmitted through person to person contact. It is usually accompanied by a high fever, nausea, and vomiting. In rare cases, if left untreated, it can cause respiratory distress leading to death.

(Describe what was done.)

The school staff has been notified of the symptoms of Swine Influenza. Each classroom has been issued sanitary wipes and hand sanitizer. Our students have been instructed to cover their mouths and noses when sneezing or coughing. The custodial staff is concentrating on cleaning areas of high contact (doors, lockers, etc.) in order to minimize the possibility of disease transmission.

(Describe what parents can do.)

If your child does not feel well, please keep him/her home and until they can be seen by a physician or other health professional. Please take this opportunity to discuss ways to keep healthy such as washing hands, avoiding contact with people who are sick, covering mouth and nose when coughing or sneezing, etc. For further information, the CDC web site has a page on Swine Influenza.

(Close letter)

If you have any questions or concerns, please call us at 555-5555 or email me at principal@school.edu.

Sincerely,