

August 2009

Dear Parent,

As you know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in [*School name*]. We want to keep the school open to students and functioning in a normal manner during this flu season. **But, we need your help to do this.**

**We are working closely with the Dallas County Health Department and the Texas Education Agency** to monitor flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated with new information as it becomes available.

For now we are doing everything we can to keep our school functioning as usual. Here a few things that you can do to help.

- **Update contact information** with the best available numbers to reach you or your designee.
- **Teach your children to wash their hands** often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- **Teach your children not to share personal items** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Covering up their coughs or sneezes using the elbow, arm, or sleeve instead of the hand when a tissue is unavailable.
- **Know the signs and symptoms of the flu.** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headaches, and feeling very tired. Some people may also vomit or have diarrhea.
- **Keep sick children at home** for at least 24 hours *after* they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- **Do not send children to school if they are sick.** Any children who are determined to be sick while at school will be sent home.

Thank you so much for partnering with us as we provide a safe environment for our students.

Sincerely,

*[School administrator's name and signature]*

