

(this sample letter is intended for school principals to use to notify parents **under the direction of Public Health** when there is an ILI outbreak at the school)

Date:

Dear Parent or Guardian,

Our school has recently experienced an increase in numbers of students/staff ill with influenza-like illness (ILI). We have notified and are working with Alberta Health Services, Public Health to further investigate and implement measures to limit transmission of illness.

This increased illness may be due to seasonal or Pandemic H1N1 influenza, or other respiratory viruses. The recommended control measures are effective for any respiratory viruses.

As recommended by Public Health, the school is:

- Promoting and reminding students and staff of basic infection control practices such as respiratory etiquette, and frequent hand cleaning.
- Notifying parents if students become ill with ILI at school. Ill students will be kept separated from others until picked up by parents.
- Advising ill staff to stay home.
- Carrying out frequent environmental cleaning including high touch surfaces.
- Monitoring student and staff absentee rates due to illness.

We ask parents to keep ill children at home until they are free of symptoms and feeling well, and are able to fully participate in all normal daily activities. Encourage and remind your children to use respiratory hygiene (i.e. cover their mouth and nose with a tissue when coughing or sneezing, or cough and sneeze into their sleeve, dispose used tissue and wash hands afterwards using soap and water).

For more information on Pandemic (H1N1) 2009, refer to the following websites:

<http://education.alberta.ca/>

<http://www.health.alberta.ca/>

<http://www.albertahealthservices.ca/>