

DRAFT LETTER TO SCHOOL SUPERINTENDENT

December 17, 2003

Dear Superintendent:

As you know, outbreaks of influenza occur annually during the fall and winter months. Currently Florida's flu season is typical, but we are very concerned by what we are seeing nationally.

Florida is entering prime flu season. Because of this, the Department of Health, in cooperation with the Department of Education, needs your help to implement universally accepted prevention strategies to reduce the spread of illness.

Precautionary measures include:

- **Wash your hands regularly with soap and water or an alcohol-based hand cleaner.**
- **Avoid touching your eyes, nose or mouth.**
- **Do not share eating utensils, drinking glasses, towels or other personal items.**
- **Stay home when you are sick and keep sick children home.**
- **Avoid close contact with people who are sick, if possible.**
- **Avoid crowds and areas where people congregate and are likely to be sneezing and coughing.**

Attached are sample letters and information for your use to relay this important message to your staff, parents and students to help minimize the spread and mitigate the effects of influenza:

- Sample letter to parents regarding influenza signs, symptoms and prevention strategies
- Informational sheet regarding influenza for teachers and school staff.
- Sample letter regarding school closings should your district experience an excessive number of cases.

Please forward this letter by e-mail or fax to your school principals so it may be included in all school newsletters and sent home with students.

Thank you for your cooperation in helping to minimize the impact of influenza in your schools and community. If you have any questions, please call Jennett Baker, Division of Disease Control, Bureau of HIV/AIDS, at (850) 245-4444 x 2536.

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Sincerely,

John O. Agwunobi, M.D., M.B.A.
Secretary

Attachments:

- Sample letter to parents
- Informational Sheet
- Sample letter for school closings