

**SAMPLE LETTER TO PARENTS-- School Closure #4:**  
**Use this letter to inform parents that students are being dismissed from school due to an influenza outbreak and ongoing spread in school setting.**

Dear Parents,

The \_\_\_\_\_ School Superintendent and School Board have been in discussions with the \_\_\_\_\_ County Health Department regarding the increasing absenteeism of students (and staff) in the \_\_\_\_\_ (elementary) (middle) (high) School due to H1N1 influenza illness. To disrupt the rate of spread of the H1N1 influenza virus in the school and in the community, we have reached a joint decision to dismiss students from schools in \_\_\_\_\_.

All students are dismissed immediately until further notice. The length of school dismissal is anticipated to last one to two weeks. During this time, both children and adults should stay home as much as possible and be discouraged from congregating with other persons in public places, such as shopping malls, movie theaters or community centers to stop the spread of flu.

We know that many students may be getting ill during this time and that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Have them drink lots of liquids (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life- threatening medical condition.
- Keep tissues and a trash bag within reach of the sick person for quick disposal of used tissues.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

For more information, call your healthcare provider or visit the Oklahoma State Department of Health's Web site at <http://h1n1.health.ok.gov>.

We will contact you as soon as we have information about when students will be allowed to return to school. [Add any information regarding online school instruction, continuance of nutritional programs, etc.]

08/09