

Sample School Closure Letter

December 17, 2003

Dear Parent or Guardian,

After consulting with the County Public Health Department, Superintendent _____ has decided to close all **insert name** County Schools tomorrow to decrease the chance of spreading the flu. Because we have had a high level of absenteeism this week and several confirmed flu cases in our county, we are taking this precaution to prevent further spread of the flu among our children, families, faculty and staff.

Parents of sick children, please encourage them to rest and recuperate on their day off. If possible, keep them away from crowds and extracurricular activities. Keeping your children home and away from others who may be contagious will help us to mitigate the spread of sickness among our children.

If your child has symptoms of a viral illness, please keep in mind that your child must be free of fever, vomiting or diarrhea for 24 hours before coming back to school. The best things that you can do to help your children get well from a viral illness are the following:

- Have them rest in bed or on the couch.
- Give them lots of liquids, such as water or 100% fruit juice.
- Offer acetaminophen (Tylenol) or ibuprofen (Advil) for their fevers, aches and pains.
- Do NOT give your child aspirin if he or she has a fever. It can cause Reye's syndrome, resulting in brain and liver damage or a coma. It is important that children who have fever take acetaminophen or ibuprofen, NOT aspirin.

To prevent the spread of colds and flu, remember to:

- Cover your mouth when coughing or sneezing.

Sample School Closure Letter

- Use tissues when you sneeze and then throw them away. DO NOT reuse a tissue.
- Wash your hands thoroughly and often, especially before eating.
- Avoid sharing personal items, such as cups, silverware, or bath towels.

Thank you for doing your best to keep your children comfortable and safe. I hope that our day off gives us all time to recuperate.

Sincerely,

Your School Nurse and or School Principal