[Date Here]

Dear Parent(s)/Legal Guardian(s),

This letter is to inform you that an individual is suspected to have the common cold. The common cold causes sneezing, stuffy or runny nose, sore throat, coughing, mucus dripping down your throat (post-nasal drip), watery eyes, and fever (although most people with colds do not have fever), which usually peak within 2 to 3 days. The common cold is a viral upper respiratory infection that is often a reason children miss school. Each year in the United States, there are millions of cases of the common cold. It spreads from infected people to others through the air and close personal contact. This can happen when you shake hands with someone who has a cold, or touch a surface, like a doorknob, that has respiratory viruses on it, then touch your eyes, mouth, or nose.

The Chicago Department of Public Health strongly encourages you teach proper hand hygiene, stay home when sick, and disinfect frequently touched surfaces.

If your child or anyone in your household currently has symptoms that look like common cold:

* Contact your regular health care provider to discuss your child's symptoms.
* Contact the school nurse to report your child's common cold.
* Students must stay home until they are fever free for 24 hours without the use of fever reducing medication.

If you have questions regarding this information, please contact the school nurse at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the Chicago Department of Public Health (CDPH) at (312) 746-6015.

Thank you for your attention to this matter.

Sincerely,

[Principal] [School Nurse]