[Date Here]

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

This letter is to inform you that an individual at your child’s school was recently diagnosed with influenza (flu). Influenza (flu) causes fever or feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness), vomiting and diarrhea. The flu is a contagious respiratory illness with two main types (Types A and B), caused by influenza viruses that infect the nose, throat and lungs. It spreads to others up to about 6 feet away. Most experts think that flu viruses spread mainly by droplets made when people with flu cough, sneeze, or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Less often, a person might get the flu by touching a surface or object that has the flu virus on it, then touching their own mouth, nose, or possibly their eyes.

The Chicago Department of Public Health strongly encourages you to have your child receive their annual flu vaccination, as it has been shown in several studies to reduce severity of illness.

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

* Sick people need to stay home.
* Contact your regular health care provider to discuss your child's symptoms and to see if anyone in the home needs to be vaccinated.
* If positive, contact the school nurse to report your child's influenza (flu).

Anyone who has influenza (flu) should be excluded until fever-free for 24 hours. Criteria may differ in pandemic or novel/variant strain influenza situations. No action is needed for close contacts, nor does special cleaning need to be implemented.

**Individuals must have a note from a health care provider stating they are non-communicable in order to return to school.**

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]