

Template 1: If You are Sick with the Flu

- ▶ *This template can be customized and used as an announcement via e-mail, Web site, institution newsletter or newspaper, or other creative ways to reach students, faculty, staff, and parents.*
 - *Primary Audience: Students, Faculty, and Staff*
 - *Secondary Audience: Parents of Students and the Community*
- ▶ *Coordinate efforts with your local health department before distributing this letter or e-mail communication to ensure that all information is timely, relevant, and accurate.*
- ▶ *Visit www.flu.gov/plan/school/higheredtoolkit.html to download and customize a Microsoft Word version of this letter and to view more flu information to share with students, faculty, staff, and parents.*

If you are sick with the flu, below are some tips on how to take care of yourself and to keep others healthy.

- **Know the signs and symptoms of flu.** Symptoms of flu include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and tiredness. Some people may also have vomiting and diarrhea. People may be infected with the flu, including the 2009 H1N1 flu and have respiratory symptoms without a fever.
- **Contact your health care provider or institution's health services if you are at higher risk for complications from flu for treatment.** People at higher risk for flu complications include children younger than 5 years (especially children younger than 2 years old), pregnant women and people with chronic medical conditions (such as asthma, heart disease, or diabetes). For more information on people at higher risk for flu complications, visit <http://www.cdc.gov/h1n1flu/highrisk.htm>.
- **Stay home or at your place of residence if you are sick** for at least 24 hours after there is no longer a fever (100 degrees Fahrenheit or 37.8 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medicines (any medicine that contains ibuprofen or acetaminophen). Staying away from others while sick can prevent others from getting sick too. Ask a roommate or friend to check up on you and to bring you food and supplies if needed.

- *[Insert information here if your institution has a plan for temporary or alternate housing for sick students who cannot leave campus and do not have a private room.]*
- **Cover your mouth and nose with a tissue when coughing or sneezing.**
- **Wash your hands often with soap and water**, especially after coughing or sneezing. Alcohol-based hand rubs are also useful if soap and water are not available.
- **Avoid touching your eyes, nose, or mouth.** Germs spread this way.
- **Sick people should stay at home or in their residence**, except to go to the health care provider's office.
- **Stay in a separate room and avoid contact with others.** If someone is caring for you, wear a mask, if available and tolerable, when they are in the room.
- **Drink plenty of clear fluids** (such as water, broth, sports drinks, and electrolyte beverages for infants) to keep from becoming dehydrated.
- **Contact a healthcare provider** *[or go to the health services clinic]* **right away** if you are having difficulty breathing or are getting worse.

For specific information on how to take care of someone who is sick, visit:
www.cdc.gov/h1n1flu/guidance_homecare.htm

For more information about flu, call 1-800-CDC-INFO or visit www.flu.gov.

Template 2: Classes Remain in Session during Current Flu Conditions

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 - *Primary Audience: Students, Faculty, and Staff*
 - *Secondary Audience: Parents of Students and the Community*
- ▶ *Coordinate efforts with your local health department before distributing this letter or e-mail communication to ensure that all information is timely, relevant, and accurate.*
- ▶ *Visit [School Planning](#) to download and customize a Microsoft Word version of this letter and to view more flu information to share with students, faculty, staff, and parents.*

The flu season will last through the fall and winter. More than one kind of flu virus will be spreading this season, including seasonal flu and the 2009 H1N1 flu. We encourage all students, faculty, and staff to follow these recommendations to stay healthy.

- **Talk with your health care providers about getting vaccinated for seasonal flu and 2009 H1N1 flu.** If you are at higher risk for flu complications from 2009 H1N1 flu, you should get the 2009 H1N1 flu vaccine. People at higher risk for 2009 H1N1 flu complications include pregnant women and people with chronic medical conditions (such as asthma, heart disease, or diabetes). For more information about priority groups for vaccination, visit [2009 H1N1 Vaccination Recommendations](#).
- **Cover your mouth and nose with a tissue when you cough or sneeze.** If you don't have a tissue, cough or sneeze into your elbow or shoulder; not into your hands.
- **Practice good hand hygiene** by washing your hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand rubs are also useful.

At this time, students, faculty, and staff who are NOT sick can safely come to class and to work. We are working closely with the *[County/ State]* health department and will keep you updated with any important information regarding the current flu conditions.

We will continue to monitor flu conditions as they develop and will keep you informed of any changes.

For updates, call the *[insert name of institution]* information center at *[INSERT NUMBER]*, visit our Web site at *[INSERT WEB SITE ADDRESS]* or follow us on Twitter at *[INSERT WEB ADDRESS]*. For more information about flu, call 1-800-CDC-INFO or visit www.flu.gov.