

Phases:

- Prevention
- Preparedness**
- Response
- Recovery

Audiences:

- Administrators**
- Teachers and Staff**
- Parents/Guardians

Communication #7
Memo: Plan for Being Absent

TO:
FROM:
DATE:
SUBJECT: Plan for Being Absent

The *name of school district* joins with the *name of local public health agency* in encouraging all employees to take the following precautionary measures:

1. Plan ahead for family and/or personal illnesses. Plan on (##) days for the illness to run its course.
2. If ill, stay home for at least ten days. **It's Important to Not Spread the Disease.**

Our district is making plans for continuing instruction during the influenza pandemic. Talk to your supervisor and make sure you understand these plans.

Thank you again for your support.