

Phases:

- Prevention
- Preparedness**
- Response
- Recovery

Audiences:

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

**Communication #8**  
**Letter/E-mail/Web: Plan to Keep Your Family Healthy**

(Date)

Dear (Parent or Legal Guardian/District Employees),

The *name of school district* joins with the *name of local public health agency* and other school districts in encouraging all employees and school families to take the following measures to cope with the possibility of an influenza pandemic at home. Involve family, friends and neighbors in the following:

- Plan for ill individuals to remain at home.
- Develop a support system among friends and family to care for individuals who are ill.
- Implement precautions to prevent the spread of the virus (e.g. reduce social contact with others, including hand shaking, face-to-face meetings, frequent trips to shopping areas, etc.).
- Implement good hygiene among household members.
- Establish a communication system among family and friends that does not rely on meeting face-to-face.
- Keep informed by regularly checking Web sites and watching television and radio stations that provide information about how to deal with a flu pandemic. A recommended Web site is: (*insert site*).

By working together and following these simple guidelines, we can limit the spread of the disease. Thank you for your help.