

Phases:

- Prevention
- Preparedness
- Response**
- Recovery

Audiences:

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

Communication #13 Letter/E-mail/Web: Limit the Spread of Disease

(Date)

Dear (Parent or Legal Guardian),

There are ways that help prevent the spread of flu, as well as other illnesses such as colds. These illnesses are spread from person-to-person when the person who is sick coughs or sneezes. Droplets from the nose and mouth can survive on surfaces such as desks, telephones, furniture, etc.

Below is a list of things you can do around your house to limit the spread of the flu:

- Use disposable paper towels or sanitizer wipes to clean things. Don't let germs hang around on cleaning cloths or towels.
- Clean and disinfect the countertops and tables regularly—especially before and after meals.
- Clean bathroom sinks and toilet bowls regularly.
- Clean and disinfect electronic devices including: computer mouse, keyboard, telephones and cell phones, TV remotes, etc.
- Wipe down doorknobs regularly.
- Be sure that each family member uses only his/her own toothbrush.
- Replace the toothbrushes of family members who have been ill with a cold or the flu.
- Instruct all family members to wash their hands well. They should wash for as long as it takes to sing “The Happy Birthday” song **TWO TIMES**.
- Instruct family members **NOT** to use the same glasses or forks or spoons to share food.

By following these simple steps you can reduce the risk of your family members getting sick.