

Phases:

- Prevention
- Preparedness
- Response**
- Recovery

Audiences:

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

**Communication #15**  
**Letter/E-mail/Web: Schools Close**

(Date)

Dear (Parent or Legal Guardian),

Local health officials have ordered the closure of all schools in our area to prevent/stop the spread of the pandemic flu.

All schools are immediately closed. Please keep your child home until further notice.

Because the flu is easily spread from person to person, children and adults should stay away from other people and groups during this time and not gather in public locations such as shopping malls, movie theaters or community centers.

Your child's school and teachers have developed plans to continue instructing students while schools are closed and will communicate with you and your child soon. This is important:

- To continue learning, and
- To maintain a sense of normalcy during the pandemic as much as possible.

*Insert information on how school closure will impact promotion and graduation or when and where this information will be available.*

We will contact you as soon as we have information about when school will reopen.