

Phases:

- Prevention**
- Preparedness
- Response
- Recovery

Audiences:

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

Communication # 2
Letter/E-mail/Web: (Insert name of school) Plan for a Healthy School Environment

(Date)

Dear (Parent or Legal Guardian),

Our school is joining with the *name of local public health agency* and other local school districts in taking action to limit the spread of germs in the classroom.

Your child's teacher will be encouraging the following behaviors to **Stop germs from spreading:**

- ✓ **Wash your hands often using soap and water.**
- ✓ **Cover your mouth and nose with tissue when coughing and sneezing.**
- ✓ **Throw used tissues into the trash and then wash your hands.**
- ✓ **Cough into your sleeve.**
- ✓ **Stay home if you are sick and stay away from others as much as possible.**
- ✓ **Avoid close contact with people who are sick.**
- ✓ **Do not share of food and drinks.**
- ✓ **Try not to share pens, pencils and other classroom tools.**
- ✓ **Use hand sanitizers that are available in the classroom.**
- ✓ **Clean up your desk area before leaving the classroom (take your pencils and pens, tissues, etc. with you).**

We want to keep you informed of our efforts to create a healthy school environment and appreciate your efforts to encourage these behaviors at home.

Thank you.