



1840 North Lake Avenue  
Altadena, CA 91001  
626-797-7727  
626-797-6541 fax

Dear Parent(s) and Guardians,

As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in St. Elizabeth School. We want to keep the school open to students and functioning in a normal manner during this flu season. **But, we need your help to do this. Please keep your child home if they are sick. This is the best way to contain the flu virus and prevent infecting others.**

**Please do not spread rumors of possible flu infection. Check with school officials for accurate information.**

We are working closely with the county health department to monitor flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated with new information as it becomes available. **If the flu becomes more severe**, we may take additional steps to prevent the spread such as: conducting active fever and flu symptom screening of students and staff as they arrive at school, and dismissing students from school for at least 7 days if they become sick. Expect that the school attendance and/or health office staff will follow up on all student absentees. Please cooperate with them and be specific when reporting an illness to the school.

For now we are doing everything we can to keep our school functioning as usual. Here are a few things you can do to help:

**Teach your children to wash their hands** often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.

**Teach your children not to share personal items** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues.

**Teach your children to cover up their coughs or sneezes using the elbow, arm or sleeve** instead of the hand when a tissue is unavailable.

**Keep sick children at home** for at least 24 hours after they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Anyone with flu like symptoms should stay home for 7 days plus the additional 24 hours after fever is completely gone. Keeping children with a fever at home will reduce the number of people who may get infected.

**Do not send children to school if they are sick.** Any children who are determined to be sick while at school will be sent home.

**Develop a study plan** for your child if kept home due to illness or school dismissal. Coordinate this effort with the classroom teacher and school officials. Children should not be left home alone. Arrange for adult supervision if you cannot be there due to work or other commitments.

For more information, visit <http://www.flu.gov>, or call 1-800-CDC-INFO for the most current information about the flu. We will notify you of any additional changes to our school's strategy to prevent the spread of flu.

Sincerely,

Jeanette Cardamone  
Principal