

TEMPLATE

SCHOOL CLOSURE MESSAGE TO SCHOOL DISTRICT STAFF

(DATE)

Dear (NAME OF DISTRICT) Staff:

The purpose of this email is to provide you a factual update regarding a ("PROBABLE" OR "CONFIRMED") case of 2009 H1N1 Influenza (Swine Flu).

(NAME OF DISTRICT) has been in daily communication with the Marin County Office of Education (MCOE) and the County of Marin Health and Human Services Department as a precautionary measure given the potential for possible swine flu in Marin County.

Our main contact has been specifically with Dr. Fred Schwartz, Public Health Officer for the DIVISION OF PUBLIC HEALTH - PUBLIC HEALTH PREPAREDNESS, a part of the Marin County Department of Health & Human Services.

On (DATE OF CONTACT), I was contacted by Mary Jane Burke, Marin County Superintendent of Schools to inform me that the Department of Public Health had identified a "probable" case of H1N1 flu, more commonly known as "swine flu". I was asked to attend a preparedness meeting at the Department of Health and Human Services (DHHS).

The DHHS meeting included (NAME / TITLES OF MEETING PARTICIPANTS)

Dr. Schwartz outlined the following:

- A ("PROBABLE" / "CONFIRMED") H1N1 Flu has been identified at (NAME OF SCHOOL).
- Dr. Schwartz reported that the Department of Public Health team and investigators had been in frequent contact with the family of this particular student and had collected a significant amount of information and data related to the child's whereabouts and actions over the past week.
- Based on their investigation and the recommendations from the Centers for Disease Control, Dr. Schwartz made the recommendation that the District close (NAME OF SCHOOL) for up to (NUMBER OF CLOSURE DAYS) days.

- With the support of the Board President and the County Superintendent, I concurred with Dr. Schwartz's recommendation and plans were initiated to close the (NAME OF SCHOOL) campus effective (DATE OF CLOSURE), through and (LAST DATE OF CLOSURE). It is anticipated school will reopen on (DATE OF REOPENING).

- During problem solving and discussion, Dr. Schwartz concluded that there was no reason to close any other school in (NAME OF DISTRICT) or in Marin County at this time.

- (NAME OF SCHOOL) staff, students and families were contacted (DATE / TIME OF CONTACT) about the closure. Other on-site partners and community organizations were informed and provided the factual information.

- All school staff were asked to report for duty on (DATE).

- The District, in collaboration with MCOE and the DHHS, will continue to monitor all aspects of this situation. We will act immediately if we receive further advisories from Dr. Schwartz and the DHHS.

Please share your questions or concerns with your site principal, or division supervisor.

We are proceeding at the direction of public health experts. Thank you in advance for your anticipated support and cooperation.

(NAME OF SUPERINTENDENT)