

Insert School Logo Here



[DATE]
[ADDRESS, CITY, STATE, ZIP]
[PHONE NUMBER]

Dear Parent/Guardian:

We have become aware of a viral gastroenteritis outbreak among students and/or staff at [SCHOOL NAME]. We are working with the Bay County Health Department in response to this illness. [ENTER INFO HERE IF SCHOOL IS INTENDING TO CLOSE.]

It is spread by means of food, person-to-person contact, or by contaminated surfaces and can cause vomiting and diarrhea. Take caution if one of your family members is sick as the virus spreads easily in the home.

Children and staff with symptoms of viral gastroenteritis should be excluded from school or other group activities until 48 hours after their symptoms have stopped.

The best way to limit the spread is frequent hand washing for at least 20 seconds with soap and warm running water, completely cleaning all areas of hands and under fingernails. Bleach is the only reliable means of disinfection while cleaning your house.

Please refer to the Fact Sheet attached for more information on the virus. If you have any questions please call the Bay County Health Department at 989-895-4003.

Sincerely,

[SCHOOL NAME]