



**Student Support Services** ▯ **Student Health Services**  
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## Letter to Faculty/Staff to Prevent the Spread of Flu

Dear Staff Member,

The Sweetwater Union High School District is working closely with County of San Diego Public Health Services to monitor pandemic H1N1 influenza in our community and to make decisions about the best steps to take to protect the health of students and staff.

Because influenza or “flu” can be easily spread from person to person, we are asking your assistance to help keep yourself and your students from getting sick. **Here is what you can do to help:**

- **Educate and encourage students and staff to cover their mouth and nose** with a tissue when they cough or sneeze. Provide easy access to tissues. Remind everyone to cover coughs or sneezes using their elbow or sleeve instead of their hands when tissue is not available.
- **Remind students and staff to practice good hand hygiene.**
- **Be a good role model** by practicing good hand hygiene and covering your mouth and nose when coughing or sneezing.
- **Keep an eye out for students who are ill and immediately send them to the school health office for further evaluation.**
- **Clean surfaces and items** that are more likely to have frequent hand contact such as desks, door knobs, keyboards, or pens.
- **Teachers and staff should stay home when sick.** Stay home until at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicine.
- **If you are pregnant, have asthma, diabetes, or other conditions that put you at risk for complications from the flu, contact your doctor as soon as possible if you develop symptoms of flu-like illness.**
- **If you have children,** plan ahead for child care if your child gets sick or if his or her school is dismissed.
- **Check with your doctor about getting yourself, your children or family members vaccinated for seasonal (regular) flu and for H1N1 flu, if you are eligible.**

If the flu becomes more severe, be prepared for options to continue school work at home, such as homework packets, and to increase space between people such as rearranging desks, canceling classes that bring students together from different rooms, or postponing class trips.

**For more information, please call 619-692-8661 or go to [www.flu.gov](http://www.flu.gov).**

We will keep you updated with new information as it becomes available.

Sincerely,

Superintendent

"Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics."

SUHSD Board Policy 0410.