

Please see the following page for the template letter to notify staff, students, parents, and visitors of increased illness activity in their school

Sample Letter for Increased Illness Activity in School

<DATE>
<NAME SCHOOL>
<ADDRESS>
<CITY SK POSTAL CODE>

RE: Notice to Staff, Students and Visitors of Increased Illness Activity in <NAME OF SCHOOL>

Public Health staff has become aware of an increase in illness activity in <NAME OF SCHOOL>.

The fall and winter months tend to involve increased circulation of respiratory viruses. The Community Respiratory Illness Surveillance program (CRISP) provides up-to-date data on respiratory disease activity in Saskatchewan.

<Insert brief description of local epidemiology or "Summary" statement from the most recent CRISP report, e.g., Overall, respiratory viral activity, particularly influenza, in Saskatchewan is increasing. In the current reporting period, viruses detected include: COVID-19, influenza A, and respiratory syncytial virus (RSV). Rhinovirus (common cold) continues to be the most commonly detected organism.>

Please click here for more information and to access CRISP reports: <https://www.saskatchewan.ca/government/government-structure/ministries/health/other-reports/community-respiratory-illness-surveillance-program>

Different respiratory viruses may cause similar symptoms. These can include fever, cough, muscle aches, headache, sore throat, stuffy or runny nose, and sometimes, abdominal pain and nausea. If symptoms are severe, contact 811 or your primary care provider for testing, assessment and treatment.

<If outbreak number is assigned, insert here, e.g., If you are seen by a primary care provider, please provide this testing reference number of SKHR-2022-437 to the physician or nurse practitioner.>

To help prevent the spread of respiratory illnesses:

- Stay home when sick. Wait at least 24 hours after fever has resolved (without the aid of fever-reducing medications) and all other symptoms are improving for at least 48 hours before returning to school or work.
- Practice frequent handwashing and use of hand sanitizer where hand washing is not available.
- Practice proper respiratory etiquette. Cough and sneeze into a tissue or shirt sleeve.
- Consider using a mask in indoor spaces based on your personal risk assessment.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect high-touch surfaces regularly.
- Stay up to date with all recommended vaccines, including COVID-19 and influenza.

We appreciate your assistance in preventing the possible spread of infection. Please feel free to call <NUMBER> as needed.

Sincerely,

< NAME OF MEDICAL HEALTH OFFICER>