**(Sample Letter if the Facility is Experiencing an Outbreak of Influenza-Like Illness)**

***[Insert Facility Letterhead or Logo]***

***[Insert Date]***

Dear Family Member:

We are writing to let you know that [*Name of Facility*] is taking special precautions with visitors and residents for the next few weeks because of an increase of influenza (flu) in the facility. Although anyone can get the flu, it is most serious in the elderly, very young children, in people with chronic illnesses (such as lung disease, cancer, heart disease, or diabetes), or those with weakened immune systems. Influenza spreads easily in discharges from the nose and throat, usually when an infected person coughs or sneezes.

We are committed to doing everything possible to protect our residents. First, we have separated the resident(s) who are sick with flu to reduce their contact with other residents. Group activities will be limited or discouraged. Before the start of the influenza season, [*some or all*] residents and staff were vaccinated for influenza. If residents or staff are identified who did not receive a vaccination for this season, they are now being offered vaccine. Also, staff members will follow very specific infection control precautions during this period.

While we are not restricting visitors to the facility at this time, we ask that you do the following to help us prevent further spread of flu among residents:

• **Do not visit the facility if you know you are sick.** Wait to visit until you have been without a fever for at least 24 hours (without the use of fever-reducing medication).

• If visiting a resident who has the flu, **wear a mask** (provided at reception).

• **Wash your hands** (or use alcohol-based hand sanitizer) upon arrival to the facility and after your visit is over.

• **Get a flu shot** if you have not already done so.

We appreciate your cooperation in helping us to manage this situation and will let you know when the flu outbreak precautions are no longer necessary. If you have any questions in the meantime, please contact the [*Director of Nursing*].

Sincerely,

[*Facility Administrator / Director of Nursing*]