

August 28, 2009

Dear Parent/Guardian:

As you know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu at St. Barnabas Episcopal School. We want to keep the school open to students and functioning in a normal manner during this flu season, but **we need your help to do this.**

St. Barnabas Episcopal School is working closely with the Volusia County Health Department to monitor the flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated with new information as it becomes available.

We are doing everything we can to keep our school functioning as usual. Here are a few guidelines for you to follow:

- **Teach your student(s) to wash their hands often** with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- **Teach your student(s) not to share personal items** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Teach them to cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is not available.
- **Know the signs and symptoms of the flu.** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- **Do not send student(s) to school if they are sick.** Parents/guardians will be called to pick-up any student(s) that are determined to be sick while at school. **The student(s) must be picked up within 30 minutes after the call is made.** Please make sure that only the individuals listed on the emergency card are picking up the student(s) if the parents/guardians cannot come immediately. **Please make sure that the school has updated information on the student(s) emergency card(s).**
- **Students with flu symptoms will be put in an isolated space with a supervisory adult until the parents/guardians can pick them up.**
- **Teachers and staff will be sent home** immediately if flu symptoms arise during the day.
- **Stay home if you or your student(s) are sick until at least 24 hours after there is no longer a fever or signs of a fever** (without the use of a fever-reducing medicine). Keeping sick students at home means that they keep their viruses to themselves rather than sharing them with others. Stay home even if taking antiviral medicines. **If a student is absent 3 or more days, a note is required from the doctor stating the student may return to school. (Parent/Student Handbook, p. B-4)**

***If the health department determines that flu conditions have become more severe:***

- **Extend the time sick student(s) stay home** for at least 7 days, even if they feel better sooner. People who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away.
- **If a household member is sick, keep any school-aged brothers or sisters home** for 5 days from the time the household member became sick. Parents should monitor their health and the health of other school-aged children for fever and other symptoms of the flu.

**For more information:**

- Visit: [www.flu.gov](http://www.flu.gov)
- Contact CDC (Center for Disease Control) 24 Hours/Every Day  
1-800-CDC-INFO (1-800-232-4636)  
TTY: (888)232-6348  
[cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)

If the school should have to close because of the high number of cases of swine flu in the school, parents will be notified through School Announcement via email and phone. Please visit our website [www.sbesyes.org](http://www.sbesyes.org) for the most current information about the flu, and any additional changes to our school's strategy to prevent the spread of flu.

Please pray for the health and safety of all our students and staff daily. Thank you, and please contact Mr. Garcia or me if you have any questions.

Sincerely,

Karen L. Lyon,  
Head of School