

August 25, 2009

Dear Parents/Guardians:

As we prepare for the coming school-year, we are taking great care to be well prepared for the H1N1 Virus. We have developed plans to cover most imaginable contingencies and are busy organizing the materials and cleaning supplies needed for the coming year. But, you can help us as well.

As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in our schools and community. We want to keep schools open to students and functioning in a normal manner during this flu season. We expect an exciting year of learning and inquiry, but, we need your help to do this.

We work closely with the Marin County Office of Education, the Marin County Public Health Department, the San Francisco Unified School District, the San Francisco Office of Public Health and the Center for Disease Control to monitor flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated - through emails and voicemails when needed - with new information as it becomes available.

**If the flu becomes more severe**, we may take additional steps to prevent the spread such as:

- conducting active fever and flu symptom screening of students and staff as they arrive at school;
- postponing class trips; and
- dismissing students from school for at least seven days if they become sick.

For now we are doing everything we can to get our schools ready for the coming year so we may go on functioning as usual. **Here are a few things you can do to help.**

- **Teach your children 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 children not to share personal items** like drinks, lunch or snacks, 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 unavailable.
- **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.
- **Keep sick children at home** for at least 24 hours *after* they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- **Do not send children to school if they are sick.** Any children who are determined to be sick while at school *will be isolated and then sent home.*

For more information, visit [www.flu.gov](http://www.flu.gov), or call 1-800-CDC-INFO for the most current information about the flu. We will notify you of any additional changes to our school's strategy to prevent the spread of flu.

Sincerely,  
Frédéric ARZELIER, Head of School