



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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TO: District Superintendents of Schools Date: November 2009
Superintendents of Public and Nonpublic Schools
Administrators of Charter Schools

FROM: Jean C. Stevens *Jean C. Stevens*

SUBJECT: Preparing for H1N1 Flu: An Action Kit for Schools in New York State

The attached packet was developed by the State Education Department and State Department of Health to assist schools in responding to 2009 H1N1 influenza. The kit contains sample letters, fact sheets, tips for parents, and press releases that can be customized according to your local school district needs.

Please keep in mind that the primary means to reduce the spread of flu in schools continues to focus on early identification of ill students and staff that should be excluded from school and all school-related activities when ill, and to encourage good hand hygiene and respiratory etiquette.

Decisions related to measures taken in response to H1N1 flu remain at the discretion of local education and health officials, taking into account the specific needs of the community and the impact of school absenteeism and staffing shortages.

The following web sites offer additional guidance on responding to 2009 H1N1 Influenza.

New York State Department of Health:
www.health.state.ny.us/diseases/communicable/influenza/h1n1/

New York State Education Department
<http://usny.nysed.gov/swine-flu-info.html>

New York State School Health Services Center
www.schoolhealthservices.org

U.S. Centers for Disease Control and Prevention
www.flu.gov

For additional assistance, please contact 518-486-6090 and refer to H1N1.