

**Sample Letter to All Parents of
School with Student/Staff Member under Home Confinement/ Observation**

(Schools may adapt the content according to their circumstances)

<Date>

Dear Parents,

The Department of Health has confirmed that a person having been in close contact* with a student/staff member of this school has contracted/is suspected of having contracted Severe Acute Respiratory Syndrome. To avoid the spread of the disease in the school campus and to ensure the health and safety of our students, the Department of Health has asked the student/staff member concerned to be under home confinement/observation for ten days. At the same time, we have taken measures to strengthen the sanitation and disinfecting work in the school campus in accordance with the advice of the Department of Health. Parents do not have to worry about sending their children to school.

If the suspected case turns out to be non-SARS, the Department of Health will inform the concerned student/staff member as soon as possible that he/she can return to school.

I would like to take this opportunity to remind all parents and students again to take the following precautionary measures to prevent respiratory tract infections :

- Build up good body immunity by having a proper diet, regular exercise and adequate rest, reducing stress and avoiding smoking
- Maintain good personal hygiene, and wash hands after sneezing, coughing or cleaning the nose
- Maintain good ventilation
- Avoid visiting crowded places with poor ventilation
- Consult a doctor promptly if you develop symptoms of respiratory infections, in particular, fever

If you want to know more about Severe Acute Respiratory Syndrome, please call 187 2222 (Hotline of the Department of Health).

Yours sincerely,

<Signature of School Head>

Principal, <Name of school>

* Close contact means a person having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a person with Severe Acute Respiratory Syndrome.