

**Sample Letter to All Parents of School with Staff Member and Student  
Confirmed/Suspected to have Contracted Severe Acute Respiratory Syndrome**

**(Schools may adjust the content according to their circumstances )**

<Date>

Dear Parents,

We were informed on <Date> that one of our students/staff members was confirmed/suspected to be suffering from Severe Acute Respiratory Syndrome (SARS).

To avoid further spread of the disease by those who might have been infected, we have decided to suspend classes from tomorrow for ten days, from <Date> to <Date>. This is to ensure that all our staff members and students are free of the disease, given the incubation period of Severe Acute Respiratory Syndrome. If the suspected case turns out to be non-SARS, the Department of Health will inform EMB to arrange class resumption as soon as practicable. We would also like to advise you to consult a doctor promptly if your son/daughter has any symptom of respiratory tract infections, in particular fever, during the suspension period. Please inform us (Telephone No. \_\_\_\_\_) and the Department of Health (Telephone No. < Please refer to the list of telephone numbers of the Department's Regional Offices in paragraph 6 of the Handbook>) if any such symptom is detected.

We will, in collaboration with the Department of Health, continue to monitor closely the physical condition of our staff members and students. A talk will be held in the school hall at <Time> on <Date>, in which parents and teachers will be given advice on health matters as well as up-to-date information of the incident.

Yours sincerely,

<Signature of School Head>

Principal, <Name of school>