SNF administrative staff may use or modify this template to alert residents, their families, and visitors of a respiratory outbreak (such as influenza) at their facility.

[*Agency Letterhead*]

[*Date*]

Dear Residents, Families, and Visitors:

Our facility is currently working with the Los Angeles County Department of Public Health to investigate a respiratory outbreak of influenza, or an influenza-like-illness, and to put control measures in place.

* Each year during influenza season approximately 5-20% of the population will become infected.
* Influenza virus is spread by droplets when an infected person coughs, sneezes, or talks and the droplets land in the mouths or noses of nearby people.
* Respiratory outbreaks within skilled nursing facilities and other community settings are frequently reported every influenza season.

We are notifying you in the interest of public awareness and safety.

[*Facility Name*] has already taken the appropriate steps to prevent further transmission and get this outbreak under control. Physicians who care for persons at the facility and resident care staff are aware of the situation. Public Health is working closely with the staff of [*Facility Name*] to investigate the cause of these infections and administer the appropriate treatment or prophylaxis, if appropriate. Staff education and strict hand washing for all staff has been implemented. The strengthened infection control measures that [Facility Name] already has in place can reduce the number of new infections.

For any questions regarding this notification alert, please contact [*enter facility contact person/information*].

Sincerely,

[*Name, Title*]