

Dear [Recipient's Name],

As we approach the flu season, it is essential to prioritize hygiene in our public spaces to protect our community's health. Below are some best practices to help minimize the spread of flu and other respiratory illnesses:

Best Practices for Flu Hygiene

- **Hand Hygiene:** Encourage regular handwashing with soap and water for at least 20 seconds, or the use of hand sanitizer when soap is unavailable.
- **Cough and Sneeze Etiquette:** Remind individuals to cough or sneeze into a tissue or their elbow, not their hands.
- **Surface Disinfection:** Regularly clean and disinfect frequently touched surfaces, such as doorknobs, handrails, and tables.
- **Encourage Vaccination:** Promote flu vaccinations within your community to protect individuals and reduce transmission.
- **Stay Home When Sick:** Advise individuals to stay home if they exhibit flu symptoms to prevent spreading illness in public spaces.

By implementing these best practices, we can work together to create a healthier environment for everyone. Thank you for your cooperation and commitment to community health.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]