

Flu Infection Control Announcement

Date: [Insert Date]

Dear [Staff/Students/Community],

We are writing to inform you about the ongoing flu season and the measures we are implementing to control the spread of infection within our premises. Your health and safety are our top priority.

Please adhere to the following precautions:

- Wash your hands frequently with soap and water.
- Use hand sanitizer when soap is not available.
- Avoid close contact with individuals who are ill.
- Cover your mouth and nose with a tissue or your elbow when sneezing or coughing.
- Stay home if you are feeling unwell.

We encourage everyone to get vaccinated against the flu and to seek medical advice if symptoms develop.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]