**SAMPLE NOTICE TO PARENTS: YOUR LETTER HEAD**

xx/xx/xxxx

Dear Parent/Guardian/Staff at (school name):

We have noticed an increase of vomiting and/or diarrhea among our students. Local Health Department Name Here has advised us that norovirus is likely causing the illness.

**Norovirus Symptoms**

Symptoms include a sudden onset of nausea, vomiting, diarrhea, and stomach cramping. Some students have had a low-grade fever. The symptoms of norovirus illness usually begin about   
12-48 hours after exposure to the virus. We need your help to stop further spread of illness in   
our community.

**How It Spreads**

Norovirus easily spreads from person-to-person. The illness can spread when:

* You have direct contact with another infected person (for example, when caring for someone with illness, or sharing food with someone who is ill).
* You touch a surface or object (such as toys, bathroom faucet, etc.), contaminated with norovirus and then place your hands in your mouth.
* You eat food or drink liquids contaminated with norovirus.

**Steps You Can Take**

While there is no treatment or vaccine for norovirus, it is important to drink plenty of liquids. This replaces fluid lost from throwing up or diarrhea and prevents dehydration.

You can help slow the spread of illness, by taking these steps:

* Keep your child(ren) home from school or childcare for at least 24 hours after vomiting or diarrhea symptoms have stopped.
* Help your child learn to wash his or her hands properly with soap and water.
* Wash your hands and your child’s hands frequently, especially after using the bathroom or changing diapers, and before preparing or eating food or touching your mouth.
* Don’t share food or drinks with other people, especially when you’re sick or they’re sick.
* Don’t prepare food for others if you have vomiting or diarrhea.
* Immediately flush vomit or diarrhea, or dispose of it in a trash can.
* Clean and disinfect the areas where someone vomits or has diarrhea; use a solution of one part bleach mixed with nine parts water.
* Immediately remove and machine wash and dry any clothing or linens soiled by vomit or diarrhea.

Please call your health care provider if you have concerns regarding this illness.

Sincerely,

(program contact name/phone)