[Insert Facility Letterhead or Logo]

[Insert Date]

Dear Family Member:

We are writing to let you know that [Name of Facility] is taking special precautions with visitors and residents for the next few weeks because of an increase of [respiratory illness] in the facility. Although anyone can get ill, it is most serious in the elderly, very young children, in people with chronic illnesses (such as lung disease, cancer, heart disease, or diabetes), or those with weakened immune systems. Respiratory viruses can spread easily in discharges from the nose and throat, usually when an infected person coughs or sneezes. We are committed to doing everything possible to protect our residents.

* We have separated the resident(s) who are sick to reduce their contact with other residents.
* Group activities will be limited or discouraged.
* If residents or staff have not been vaccinated for flu, COVID-19 or RSV, they are now being offered vaccine.
* Specific infection control precautions are being used during this period.

While we are not restricting visitors to the facility at this time, we ask that you do the following to help us prevent further spread of illness among residents:

* Do not visit the facility if you are sick. Wait to visit until you have been without a fever for at least 24 hours (without the use of fever-reducing medication) and symptoms are improving.
* If visiting a resident who has respiratory symptoms, wear a mask.
* Wash your hands (or use alcohol-based hand sanitizer) upon arrival to the facility and after your visit is over.
* Get up to date on all vaccinations if you have not already done so.

We appreciate your cooperation in helping us to manage this situation and will let you know when the respiratory virus outbreak precautions are no longer necessary. If you have any questions in the meantime, please contact the [Director of Nursing/phone].

Sincerely,

[Facility Administrator / Director of Nursing]