**[Insert letterhead]**

**[Date]**

Dear provider,

The **[insert LPH/Tribal Authority Name]** is working closely with the Oregon Health Authority and

**[insert property management or facility name]** to manage an outbreak of respiratory illness in residents of this senior **[development or living facility]**. There are currently **[insert #]** residents ill with influenza-like (flu-like) illness. **[insert #]** have been hospitalized and **[insert #]** ill resident has tested positive for **[type of flu or respiratory disease**].

In accordance with the current CDC recommendations for flu outbreak management in long-term care facilities

([*http://www.cdc.gov/flu/professionals/infectioncontrol/ltc-facility-guidance.htm#*](http://www.cdc.gov/flu/professionals/infectioncontrol/ltc-facility-guidance.htm)), we recommend the following actions:

* All long-term care facility residents who have confirmed or suspected flu should seek immediate antiviral treatment.
* All non-ill residents, regardless of their flu vaccination status, should be given antiviral chemoprophylaxis.

We have also provided a letter to residents asking them to seek prophylaxis. We have also advised them of the following:

* All residents who experience signs of flu should consult their physician. Signs include fever or feeling feverish or chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue or feeling very tired. Please note that some people may have vomiting or diarrhea, though this is more common in children than adults. Not all people who have the flu will have a fever.
* Any resident who has signs of the flu and experiences difficulty breathing or shortness of breath, pain or pressure in the chest or abdomen, sudden dizziness, confusion, severe or persistent vomiting, or flu-like symptoms that improve but return with fever and a worse cough should seek emergency care.

Please let us know if you have any questions or concerns **[insert contact information**]. We greatly appreciate your assistance. Thank you.

Sincerely,

**[Insert appropriate signature line]**