**To members of staff at [insert institution/HMP/IRC] re: seasonal flu**

Dear member of staff,

There is currently a confirmed outbreak of seasonal flu among prisoners or detainees in [insert institution]. Staff members who have flu-like symptoms should remain off work until they are fully recovered. This is because people with flu or other respiratory infections are infectious to others for the duration of their respiratory symptoms.

Staff members in risk groups (see below) should have the flu vaccine every year. The vaccine is available for free from GPs. It will help to protect staff members, their families, and prisoners or detainees in their care.

Antiviral medication can be offered to staff members who are at high risk of complications from flu (see below) and have either:

* developed symptoms of flu in the last 48 hours
* have had close contact with cases of flu in the last 48 hours (regardless of their vaccination status)

People at high risk of complications from flu (those in risk groups) might:

* have chronic nerve, liver, kidney, liver, lung and heart disease
* have diabetes
* have a reduced immune system
* be over 65 years old
* be pregnant (including up to 2 weeks after the birth)
* have morbid obesity (BMI >=40)

If you have one of these conditions and either have flu symptoms or are currently working in an area with a flu outbreak, please contact the occupational health department (if you are a close contact without symptoms) or your GP so that you can be assessed for antiviral medication.

If you have symptoms, you can pass the infection on to other people, so please phone ahead before attending the GP practice. This will allow the practice to put measures in place to minimise the risk of infection to others.

Please contact us with any queries. GPs can obtain specialist advice on antiviral medication from PHE virologists on [insert in line with local protocols].

Yours sincerely

[insert name]