

IX. Sample E-mail on Good Health Habits

The Centers for Disease Control and Prevention (CDC) and other leading health experts agree that the threat of a flu pandemic is real. Improving our health habits is a simple way to slow the spread of germs and helps us all start preparing now.

In an effort to keep everyone healthy, please improve health habits here at [insert your organization's name] and at home.

Here are simple steps that everyone should take.

1. Wash your hands throughout the day:
 - a. after blowing your nose, coughing, or sneezing;
 - b. after using the bathroom;
 - c. after being near someone who is ill;
 - d. after touching items handled by many people;
 - e. before and after eating or drinking; and
 - f. after handling garbage.
2. Never cough or sneeze into your bare hand. Use a tissue to avoid spreading germs to your hand and then to things you touch. Then, throw the tissue into the trash. If you don't have a tissue, cough or sneeze into your sleeve.
3. Keep your telephones, computers, keyboards, and other frequently touched machines or equipment clean.

These simple habits can help keep all of us healthy, and we encourage you to practice them here at [insert organization's name] and at home to minimize the spread of germs.

More information about protecting yourself and your family can be found at www.pandemicflu.gov.

