

[Employer Letterhead]

Date:

Dear [Employee Name],

We are reaching out to inform you that you may have been exposed to measles at [Facility Name] on [Date of Exposure]. We are working with the Los Angeles County Department of Public Health to follow up on exposed staff to provide guidance on actions needed to reduce the risk of additional spread. Please expect and respond immediately to calls and messages from the Department of Public Health.

Because measles is highly contagious, Public Health will need to confirm whether you are at risk of getting measles. **If you have NOT been vaccinated against measles, you are at very high risk of getting measles** and will need to stay at home to prevent possible spread of disease. All persons who need to stay home will be provided detailed guidance when Public Health contacts you. You cannot return to work at [Facility Name] until the risk of measles spread is gone, and Public Health has cleared you to return to your normal activities.

Anyone that has proof of measles immunity is protected against measles and continue to work at [Facility Name] during this investigation. **If you have been vaccinated against measles, please obtain a copy of your vaccination record immediately**, within 24 hours of receiving this letter so that the Public Health can verify you have received the appropriate vaccine and clear you to return to work. If you were vaccinated but do not have your vaccination record, you can ask your provider for a copy of your records. Public Health can also test you to see if you have immunity to measles. This testing is free and your result will be available within 1-2 days. You can find out more information on measles immunity testing when you receive a call from the Public Health.

If you experience any of the following measles symptoms – fever, cough, runny nose, red and watery eyes, rash, or tiny white spots inside the mouth – please stay home and notify the Department of Public Health staff communicating with you. Contact your doctor right away and let them know before going in that you have been exposed to measles so that safety precautions can be taken.

Further guidance will be provided by the Department of Public Health. Your cooperation in keeping our workplace safe is greatly appreciated.

[Employer Information/signature]