

DRAFT MEMO

Example provided by the Connecticut Department of Health

To: Parent or Guardian
From: Director, Daycare X
Subject: Shingles Exposure at Daycare
Date: Any Date

Dear Parent or Guardian:

This letter is to notify you that a case of shingles has been reported at Daycare X and that your child may have been exposed.

Shingles is a form of chickenpox (also known as varicella). In about 15-20% of persons who get chickenpox, the virus will remain in their body in a part of a nerve near the spinal cord. As a person becomes older, the virus may become active again and cause a local, painful rash along the path of that nerve. This rash is known as shingles.

Because shingles results from an earlier chickenpox infection becoming active again within the person, shingles is not spread from one person to another. However, because the same virus causes shingles and chickenpox, persons with shingles can spread the chickenpox virus. In persons with shingles, the virus is usually transmitted by contact with fluid from the rash. Those persons who have had chickenpox or have received the chickenpox (varicella) vaccine are protected against infection from exposure to shingles.

Those persons who have not had chickenpox or have not received the chickenpox (varicella) vaccine are susceptible to infection from exposure to shingles. Susceptible persons develop chickenpox rather than shingles. Though chickenpox is usually a mild disease, it can be more severe in older persons.

Daycare X and the Connecticut Department of Health recommend that susceptible individuals contact their regular health care provider to seriously consider getting vaccinated now.

Vaccination against chickenpox greatly reduces both the mild and serious risks of chickenpox and future shingles and can also stop the spread of the chickenpox virus to others who are susceptible.

A copy of an informational handout from the Connecticut Department of Public Health is included to help answer any questions you may have about chicken pox, shingles, and the chickenpox (varicella) vaccine.

For additional information, please call your health care provider.

Sincerely,

This document can be found on the CDC website at:

<http://www.cdc.gov/chickenpox/outbreaks/downloads/appx-b-memo.pdf>