

Notification letter template to hotel/travel accommodation guests regarding a Legionnaires' disease outbreak investigation

Dear Guest,

Recently, the [state/local health department (HD) name] determined that [# of people] who stayed at [accommodation name] between [month and year] and [month and year] were diagnosed with Legionnaires' disease, a serious type of pneumonia. People can get Legionnaires' disease by breathing in small water droplets containing *Legionella* germs.

In response to this information, [HD name] along with [collaborating agencies] and with the full cooperation of [accommodation name] management conducted an investigation. Early testing results found *Legionella* germs in samples taken from [list possible exposure sites]. We do not know whether the [hotel/resort]'s [possible exposure site(s)] [was/were] the source(s) of the germs that caused the [# person/people] to become sick. The investigation is ongoing.

We are working to help prevent additional people from becoming sick. Currently, we are disinfecting and maintaining all water systems at the [hotel/resort] in a way that will kill off any remaining *Legionella* and prevent more from growing. [List remediation/prevention efforts.] We believe the risk of Legionnaires' disease is low because of the actions the [hotel/resort] has already taken. Your individual risk may increase if you are 50 years or older, smoke cigarettes, or have certain medical conditions, such as a weakened immune system.

If you develop symptoms of pneumonia within two weeks of staying at [accommodation name], seek medical attention right away. Please show this letter to your doctor so that he/she knows to test you for Legionnaires' disease. Pneumonia symptoms typically include cough, shortness of breath, fever, muscle aches, and headache. Additional symptoms may be present, such as headache, confusion, nausea, or diarrhea. Ask your doctor to test you with both a urine test and a respiratory culture. If you test positive, ask your doctor to report your illness to your local or state health department as soon as possible after your diagnosis. Your doctor should prescribe you an antibiotic for treatment. You may also need care in the hospital.

[HD name] will continue working with [accommodation name] to protect the health of guests and employees. A fact sheet about Legionnaires' disease is [attached to this letter/included on the reverse side of this letter]. You can learn more at [HD and/or CDC website]. Also, please share this information with others who stayed in your room. If you have any questions or concerns, please contact [HD contact information].

Sincerely,

[HD POC name and contact details]