

## Appendix I: Sample staff/resident notification letter

<Date>

Dear Staff and Patients,

This letter serves to inform you that the <County Health Department> and the Maryland Department of Health are investigating a case of Legionnaires' disease possibly associated with our facility. Legionnaires' disease is a serious form of pneumonia that persons may acquire after being exposed to water containing *Legionella* bacteria. While it has not been definitively determined where this individual was exposed to the bacteria, the health and safety of our patients is our top priority and we are fully cooperating with the health department's investigation, and working with experts to <Insert Actions Taken/Planned>.

*Legionella* bacteria are spread by the release of small droplets of contaminated water into the air. People who have Legionnaires' disease are infected by breathing in these droplets of water, **NOT** through contact with a sick person. Therefore, to limit the risk of becoming ill, the <Health Department> recommends the following:

- i. No showering
- ii. No oral consumption of tap water
- iii. No brushing of teeth with tap water
- iv. No flushing of nasogastric tubes or preparation of medications with tap water
- v. No oral consumption of ice from the ice machines

There are common available antibiotics to treat Legionnaires' disease. Attached to this letter is a Legionnaires' disease Fact Sheet with additional information.

If you experience symptoms of pneumonia, such as fever, cough, or shortness of breath, please contact <Insert Contacts and Phone Numbers>.

If you have any questions or concerns, please contact <County Health department> during normal business hours at <Insert Phone Number>.

We will provide additional details regarding specific treatments and water interruptions as the information becomes available. Thank you for your patience and cooperation.

Sincerely,