# Appendix 4: Sample letters

## A. Contacts

<Date>

Dear < >

The <Public Health Unit/CDB/Chief Health Officer> has been advised that you have been in close contact with a person with <typhoid/paratyphoid> infection. There is a fact sheet with this letter which has more information about the illness and advice on how you can protect yourself.

<Typhoid/paratyphoid> infection usually causes a high fever for several days, with headaches, general pains, stomach upset or diarrhoea. If you develop these symptoms in the next month, please get medical attention immediately and show this letter to your doctor.

A good way to prevent illnesses such as <typhoid/paratyphoid> is to wash your hands carefully before preparing and eating food or drinks and after using the toilet. People who are ill or who take care of others who are ill (such as helping with toileting or changing nappies) should be very careful with hand hygiene. Young children may need an adult to help them wash their hands.

If you have any questions, please contact the < Public Health Unit/CDB/Chief Health Officer>.

Sincerely,

## B. Letter to employer: Exclusion of an employee who is a confirmed case

<Date>

Dear <Employer Name>

RE: EXCLUSION OF EMPLOYEE – <Name>

As authorised by the <Public Health Act>, and in order to protect the public’s health, your employee , <name>, has been advised to stay away from work involving <list of duties to be specified by the Public Health Unit>, because <he/she> has a communicable disease that can be spread to others through preparation of food and drink and direct contact with other people. <Name> has been given both verbal and written information about the criteria that must be met before returning to work. When the necessary criteria are met, the public/environmental health officer will provide you and <name> with a letter from this office, advising him/her that it is safe to return to work.

In the meantime, if he/she is well enough to work, it may be possible for him/her to carry out some duties that will not create a risk to public health. You must have medical health officer approval for this. See contact details below. Please note that <name> may only be cleared to return to work by a medical officer from the Public Health Unit. A letter from your employee’s physician to you or your employee will not clear your employee to return to work. If you have any questions, please contact the Public Health Unit <number>.

Sincerely,

cc. Case at last known address.

## C. Letter of clearance to return to work

<Date>

Dear <Employer Name>

RE: RETURN TO WORK OF EMPLOYEE – <Name>

Your employee, <name>, has now met the required public health criteria for clearance in relation to a communicable disease that can be spread to others through preparation of food and drink. They are now safe to return to work.

If you have any questions, please contact the Public Health Unit <number>.

Sincerely,

<Medical Officer>

<Public Health Unit>