

**SAMPLE LETTER TO ADMINISTRATOR-ONE CASE**

Dear Administrator (Or Name):

[To be used when child care center does not provide care to diapered children]

Following our investigation, it appears there is only one case of hepatitis A in a (child, employee, use appropriate word) of \_\_\_\_\_ Child Care Center. To limit the possibility of spread of the disease at the center, we recommend that children and employees in the (e.g. two-year old, toddler, etc.) classroom receive hepatitis A vaccine or immune globulin as soon as possible. Currently we do **NOT** recommend post exposure prophylaxis for other children and employees in the center or household contacts of any of the children. Please notify \_\_\_\_\_ Local Health Department of any further cases in child care employees, children, or household contacts of children, as our recommendations would then be revised.

[To be used when child care center provides care to diapered children]

Following our investigation of \_\_\_\_\_ Child Care Center, it appears there is one case of hepatitis A in (child, employee – use appropriate word) the center. To limit the possibility of spread of the disease at the center, we recommend that all previously unvaccinated children and staff receive hepatitis A vaccine or immune globulin as soon as possible. If any members of your household become ill with fever, nausea or vomiting, fatigue, dark urine, or yellow skin or eyes call the Local Health Department at (insert phone number).

**(Optional)**

For your convenience, the \_\_\_\_\_ Local Health Department will hold a shot clinic at the child care center from (time) on (day). No person will receive an injection without a signed Consent Form.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Local Health Department)