

## SAMPLE LETTER TO ADMINISTRATOR-OUTBREAK

Dear Administrator (Or Name):

Following our investigation of the occurrence of hepatitis A in \_\_\_\_\_ Child Care Center, we have evidence that hepatitis A has been spread within the center. To prevent further transmission of hepatitis A within your center, we are making the following recommendations:

1. The center should not accept new admissions or drop-ins for 6 weeks following the diagnosis of the last associated case of hepatitis A. Alternatively, you can:
  - a. require that all new enrollees have proof of an injection with hepatitis A vaccine or immune globulin prior to admission (the IG will protect them for 2 - 3 months, a completed hepatitis A vaccine series for many years), or
  - b. separate any new enrollees or drop-ins from the current group of children and use a staff member who would not work with any of the current group of children. We strongly discourage entirely closing the center (even temporarily) as this would merely spread the illness to other centers.
2. Hepatitis A vaccine or immune globulin are shots which can be given to prevent the disease if it is given before exposure to the virus or within the first 2 weeks after last exposure. Both will decrease the risk of coming down with disease. **IT WILL NOT PREVENT THE DISEASE IF GIVEN JUST BEFORE THE ONSET OF SYMPTOMS.** Hepatitis A vaccine or immune globulin is strongly recommended to be given as soon as possible to:
  - a. All current staff who have no past history of hepatitis A infection or receiving hepatitis A vaccine and who have not received immune globulin in the past month.
  - b. All children in the center who have no past history of hepatitis A infection or hepatitis A vaccine, and who have not received immune globulin in the past month.
  - c. Close family contacts (parents, brothers and sisters, etc.) of all diapered children enrolled, if the contact has no past history of hepatitis A infection or hepatitis A vaccine, or has not received immune globulin in the past month.
  - d. Any new staff employed in the child care center in the period extending from now to six weeks after the last case of hepatitis A associated with this outbreak occurs.

Administration of live virus vaccine (e.g. measles, mumps, rubella, chickenpox) should be delayed for at least 3 months, following receipt of immune globulin.

In light of the fact that immune globulin is only effective for 2-3 months, if effective control measures are not implemented and this outbreak extends for two or more months, it may be necessary to repeat the administration of immune globulin to persons at a later date.

**It will be your responsibility to call the local health department each Friday to report any newly recognized cases.**

Once six weeks have elapsed since the last diagnosed case, all restrictions will be lifted. It should be emphasized that unless these recommendations are complied with, your center is likely to see cases of hepatitis A for some time.

If we can be of assistance at any time please contact us.

**(Optional)**

**For your convenience, the \_\_\_\_\_ Local Health Department will hold a shot clinic at your center from (time) on (day).**

Sincerely,

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

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