

[Include your logo here]

[Date]

Dear Students, Faculty and Staff:

This message is to notify you that on [Date of university notification], [name of institution] was informed a student had been diagnosed with a case of bacterial meningitis (*N. meningitidis*).

[Name of institution] is working closely with [XXX] County Public Health and the Iowa Department of Public Health. We are in communication with those who have been in recent close contact with the student so preventative treatment can be provided. Public health officials have advised that if you have not been contacted, there is no reason for concern.

Bacterial meningitis (*N. meningitidis*) is considered contagious, and is transmitted only through close contact or an exchange of saliva. Symptoms typically include a sudden fever of over 101 degrees, headache or stiff neck, and can include nausea, vomiting, confusion and sensitivity to light.

Anyone with questions or concerns is encouraged to visit their health care provider or contact [Student Health contact's name] at [phone number].

Anyone can get meningococcal disease, but for reasons not yet fully understood, studies suggest college students are more susceptible because they live and work in close proximity to each other. It's a good idea to discuss meningococcal disease prevention with your health care provider. Vaccinations are available and should be considered for college students age 24 and younger. In addition, it is recommended that students:

- Do not share eating utensils.
- Do not drink from the same glass or container.
- Do not share cigarettes.
- Be aware that kissing transmits the bacteria.
- Remember that good hand washing is one of the best methods of stopping the spread of these bacteria, as well as other disease-causing viruses and organisms.

Additional information about meningococcal disease can be found at <http://idph.iowa.gov/cade/disease-information/meningitis>.

This letter should only be issued under the direction of a local public health department or the Center for Acute Disease Epidemiology (CADE) which is part of the Iowa Department of Public Health. Individual healthcare providers, school officials, and childcare providers are not authorized to independently issue this letter.

Reviewed: 8/23/2016