

Letter Template: School Communication Regarding Measles Exposure

Please note that this template is provided as a general guide and should be tailored to meet the specific requirements and regulations of your school district, local health department, or other relevant authorities. It is crucial that the content and instructions align with current guidelines and legal standards established by your jurisdiction.

[School/Nurse Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Dear Families,

This letter is to inform you that a child or staff member diagnosed with measles was present while contagious at *[school name]* on *[dates]*. Measles is a highly contagious virus that spreads through respiratory droplets and can remain in the air or on surfaces for up to 2 hours.

[School/nurse name] is working closely with and following guidelines from the *[Local/State Department of Health]* to respond to this situation. *[Department of Health]* has requested we provide contact information for anyone who has been identified as at risk of becoming ill. *[Department of Health]* will contact these individuals or their parent/guardians and will instruct them on next steps, which may include quarantine and/or symptom monitoring, depending on their risk of infection.

Your child may be excluded from school and school-related activities and asked to quarantine if they have been exposed and:

- Have not been vaccinated with 2 doses of the measles, mumps, and rubella (MMR) vaccine
- Have not previously had measles

[Note: Adapt these bullets to meet your jurisdiction's measles post-exposure prophylaxis and quarantine guidance.]

Exposure and Risk of Infection:

Being exposed to measles happens when you are in the same area as someone who has measles, or in that area for up to 2 hours after the infected person left. People who have had a measles vaccine or previous measles infection are much less likely to get sick. Children and adults who have not had measles or who have not received the MMR vaccine

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are at high risk of developing measles after being exposed. About 90% of people who are not protected against measles and are exposed to the virus will get infected. Children younger than 5 years old and people with weakened immune systems are at higher risk of complications. Notify your child's healthcare provider as soon as possible that your child may have been exposed to measles.

Children usually receive the MMR vaccine at 12–15 months and again at 4–6 years of age. Most school-aged children who have had 2 doses of MMR vaccine are protected from measles. Talk to your healthcare provider if you are unsure of your child's vaccination status, if your child has had 1 dose of the MMR vaccine, or if your child has not received the MMR vaccine.

Monitor for Symptoms:

Please watch your child for any of the following symptoms for 21 days, or *[date of exposure +21 days]*:

- Fever
- Cough
- Runny nose
- Red, watery eyes (conjunctivitis/pink eye)
- Tiny white spots inside the mouth
- Rash (flat, dry spots)
 - The rash may appear red or pink on fair skin but may have no change in color on darker skin.

If Symptoms Develop:

If your child develops any symptoms, call your healthcare provider and the *[Department of Health]* immediately. Call ahead before visiting any healthcare facility to inform them that your child has been exposed to measles and has symptoms, if possible. Your healthcare provider can make special arrangements to evaluate your child, if needed, without putting other patients and medical office staff at risk. Keep your child at home until cleared by the *[Department of Health]*.

Get Vaccinated:

You and your child should get vaccinated against measles to protect yourself, your family, and your community. According to the Centers for Disease Control and Prevention (CDC), 2 doses of the MMR vaccine are about [97% effective at preventing measles](#) and protection is long-lasting.

Stay Informed:

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We will continue to provide updates and guidance as needed. For more information about measles and preventive measures, please visit *[Department of Health website]* or contact *[school/nurse contact information]*. For more information about measles, please visit: <https://www.cdc.gov/measles/index.html>.

Thank you for helping prevent the spread of measles and protecting our community's health.

Sincerely,

[School/nurse name]

[Title, if applicable]

[Contact information]