

DATE:

MEMO TO: ALL EMPLOYEES

FROM: MANAGEMENT OFFICIAL

SUBJECT: Legionnaires' Disease

On _____, we were notified that one or more employees in our company had contracted Legionellosis, commonly referred to as Legionnaires' disease. We are cooperating fully with local health officials who are investigating this matter.

We want to share with you some general information concerning the disease. We also want to tell you what we are currently doing here at _____ to ensure that all necessary steps are taken to address health concerns.

Legionellosis, or Legionnaires' disease, is a pneumonia caused by *Legionella* bacteria. Legionnaires' disease is not contagious, and you cannot catch it from another person. The bacteria are common and grow in water. People often receive low-level exposure in the environment without becoming sick. Legionellosis usually occurs only when someone who is already susceptible has a significant exposure to *Legionella* bacteria; exposures to small amounts of the bacteria in the environment are often not enough to cause an infection. Persons who are heavy smokers or drinkers, elderly, organ transplant recipients, using certain drug therapies (e.g. corticosteroids), or whose ability to resist infection is reduced (e.g., immunosuppressed individuals) are more likely to contract Legionnaires' disease than healthy nonsmokers. Around 6,000 with Legionnaires' disease cases are reported annually in the U.S. In most cases Legionellosis is isolated and is not associated with an outbreak.

To identify other possible Legionnaires' disease cases, we are doing several things. We will review sick leave records from _____ to the present. Employees who are experiencing, or who have experienced, pneumonia-like symptoms (e.g., fever, shortness of breath, cough, headache, diarrhea) during this time are encouraged to arrange a confidential interview with the contact person listed below. We will also contact employees who took sick leave during this time period and request that they also arrange a confidential interview with the contact person listed below.

Confidential Interview Contact: [list name, organization, phone and other contact information]

We may also ask any employees who experienced a pneumonia-like illness and saw their healthcare provider to sign a medical release form to allow the company or the Occupational Safety and Health Administration (OSHA) to obtain additional information from the provider. In these cases, medical information may be communicated only with your written permission. The

purpose of obtaining this information, including any diagnosis you may have received, is to protect you and your fellow workers against the potential threat of legionellosis.

To ensure that you are protected during the interim, we are evaluating possible *Legionella* exposure sources and taking the necessary steps to prevent exposure. We are also offering counseling and employee information services. If you would like to use these services or want more information, contact your manager. For now, please pay attention to the following important points:

WHAT YOU SHOULD DO NOW:

1. If you are not sick, there is no need for you to see a doctor.
2. If you are now sick with a cough, fever, shortness of breath, headache, or diarrhea:
 - I. See your private healthcare provider or contact _____ to arrange to see a healthcare provider.
 - II. Tell the healthcare provider that you work in a building where there has been a case or an outbreak of Legionnaires' disease.
 - III. If you see a healthcare provider, notify _____ so our company can track your illness.

If you have any concerns or questions regarding this issue, please discuss with your manager. Your health and safety are important to us, and we appreciate your cooperation in this matter. As further information develops, we will keep you informed.