

Sample

EXAMPLE LETTERS TO DISSEMINATE ENVIRONMENTAL SAMPLING RESULTS TO MAILROOM WORKERS

Letters for Mailroom workers (A): Positive

Dear Mailroom Worker:

Your mailroom has been checked for anthrax. Based on the results, your agency recommends that you keep taking your antibiotics to prevent anthrax disease and has started clean-up of the facility. Your agency is currently implementing guidelines to make your workplace safe.

If you have a fever with muscle aches and fatigue and you decide to see your doctor, please remember to tell him or her that you are mailroom worker for a Federal agency. This will alert him/her to consider anthrax disease.

Please know that your questions and concerns are important to us, and we will do what we can to get them answered. If you have any questions, please call [Agency Number].

Thank you,

Letters for Mailroom workers (B): Scant positive

Dear Mailroom Worker,

Your mailroom has been checked for anthrax, and slight evidence of surface contamination with anthrax was found. Surface contamination of mail and other surfaces poses very little risk for inhaled anthrax disease. Therefore, your agency has started clean-up of the facility and recommends that you stop taking your antibiotic. Your agency is currently implementing guidelines to make your workplace safe.

If you have a fever with muscle aches and fatigue and you decide to see your doctor, please remember to tell him or her that you are mailroom worker for a Federal agency. This will alert him/her to consider anthrax disease.

Please know that your questions and concerns are important to us, and we will do what we can to get them answered. If you have any questions, please call [Agency Number].

Thank you,