

# Infectious Disease Outbreak Guidance

Date: [Insert Date]

To: [Employer/Company Name]

From: [Your Organization/Agency Name]

## **Subject: Guidance on Managing Infectious Disease Outbreaks in the Workplace**

Dear [Employer/Company Name],

In light of the recent outbreak of [specific infectious disease], we would like to provide you with the following guidance to help ensure the health and safety of your employees and the workplace.

### **Recommendations:**

- Implement health screening measures for employees upon entry.
- Encourage remote work where possible to minimize in-person contact.
- Enhance cleaning and disinfecting procedures in the workplace.
- Promote personal hygiene practices, including handwashing and the use of sanitizers.
- Provide employees with up-to-date information regarding the outbreak and resources for support.

### **Resources:**

Please refer to the following resources for additional information:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [World Health Organization \(WHO\)](#)
- [Local Health Department](#)

We appreciate your cooperation during this time and are here to support you with any further questions or concerns you may have.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Agency Name]

[Contact Information]