*[Replace this text with your organization’s identifier.]*

*[FYI LETTER TO STAFF]*

***[Date]***

Dear Staff Member:

It has come to our attention that a person associated with ***[school name]*** School has recently been identified as having active tuberculosis (TB). A person with active TB disease can spread TB bacteria through the air to those who frequently share the same air. We are currently investigating the situation to determine which students and staff may have been significantly exposed to the person with active TB. All staff must be mindful of not discussing information about the patient in order to protect their confidentiality.

The most common way to become infected with TB bacteria is by spending a lot of time with a person who has active TB. TB is rarely spread to persons who spend a small amount of time with an active case of TB. Please read the enclosed TB Fact Sheet to learn more about TB and how it is spread.

We will notify you immediately if we determine that you need to be tested for exposure to the TB bacteria.

To accommodate questions, ***[school name]*** has scheduled a TB informational staff meeting on ***[enter date and location information]***. ***[Public Health staff responsible]*** from the county public health department will be available to answer your questions.

It is important to remember that TB is treatable and curable. If you have any questions, please feel free to call the ***[county name]*** County Public Health Department at ***[phone number]***.

Sincerely,

Health Officer/TB Controller ***[county name]*** Principal, ***[school name]*** School