**MEASLES NOTIFICATION LETTER TEMPLATE FOR PRINCIPALS**

**TO REQUEST ASSISTANCE IN PREVENTING A MEASLES OUTBREAK AT THE SCHOOL**

*[Date]*

Dear Principal:

An outbreak of measles is occurring in [*neighborhood, community, town, etc.*]. [*Number*] cases were in

unvaccinated persons ranging in age from [*age*] to [*age*], including [*number*] school-aged children. The most up-to-date statewide data on current measles cases is available at: <https://www.oregon.gov/oha/ph/diseasesconditions/diseasesaz/pages/measles.aspx>

Measles is highly contagious. To prevent the spread of infection, it is critical that you ensure that

students have the age-appropriate number of doses of measles, mumps, rubella (MMR) vaccine or other evidence of immunity to measles.

We request your assistance in helping to avoid a measles outbreak at your school. It is important that your school carry out the following recommendations:

* **Review and update** your school-level [Communicable Disease Managemen](https://www.oregon.gov/ode/students-and-family/healthsafety/pages/communicable-disease-planning.aspx)t plan.
* **Review immunization records** of all your students and make sure that all children are in compliance with state immunization requirements (1 dose of MMR for daycare students aged ≥12 months and pre-K students, and 2 doses of MMR vaccine for students in grades K through 12), unless they have other presumptive evidence of measles immunity which includes laboratory evidence of immunity or laboratory confirmation of disease.
* If a student(s) in your school develops measles, all students in your school who are not up to date on their MMR vaccine and were exposed to the case, **must be excluded** from school for 21 days after the last date of attendance for the last measles case ([OAR 333-019-0010](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=306682)). This includes those who have a medical or religious exemption. If a student received the MMR vaccine within 72 hours after the initial exposure to the case, they may remain in school.
	+ If families are seeking MMR vaccine, you can refer them to their primary care doctor or [*insert local options for vaccination clinics*].
* If you learn of any students with measles in your school, **immediately contact the *[name of local health department]* at *[phone number]*** so that we can ensure that control measures are implemented.

If a case of measles occurs in your school, we ask that you work with us to finalize the notification letter template for parents provided by OHA and ODE, available on the [OHA measles webpage](https://www.oregon.gov/oha/ph/diseasesconditions/diseasesaz/pages/measles.aspx). and share the letter with your families and staff right away. Your help ensuring that students are vaccinated and that proper outbreak control measures are taken is critical in preventing the spread of measles. Please contact us with any questions. Thank you for your partnership.

Sincerely,

[Health Officer’s Name]

[Name of County] Health Officer