



Varicella Exposure Letter Template—Unvaccinated Children

The following template may be used by the school principal, nurse, or medical advisor to inform parents and staff about varicella in their school or day care. The letter may be updated as needed and distributed on school/day care letterhead. This exposure letter should be used when a case of varicella has been identified in the school, but there is not an outbreak. This letter should be distributed to individuals without evidence of vaccination.

Date

Dear Parent/Guardian,

A **child/children** at our **school/daycare has/have** contracted **chickenpox/shingles** and your child may have been exposed. Because this virus spreads easily, most children who have never had chickenpox will become ill with chickenpox. A relatively mild illness can result in the loss of a week or more of class time for a child. Although chickenpox is not usually a serious illness, it can cause complications and can even result in death.

There is a varicella (chickenpox) vaccine available to help prevent chickenpox and it is recommended for persons older than 12 months of age who have never had the disease. If your child has already had the vaccine, it should be on his or her shot record as “varicella”, “VZV”, or “chickenpox.” Our records indicate that your child has never had chickenpox or been vaccinated against it.

Studies have shown that children who have been exposed to chickenpox/shingles and are vaccinated within 5 days of exposure are less likely to become sick. If your child has not had chickenpox or has not been vaccinated, we suggest that you contact your child’s regular healthcare provider as soon as possible to discuss the use of varicella (chickenpox) vaccine for your child. Children who do not have protection against chickenpox may be excluded from **school/daycare** as part of CT Department of Public Health or **school/daycare** guidelines.

If your child does develop chickenpox, he/she should be kept from attending school until the rash has scabbed over. This is true even if your child was previously vaccinated. Please help up to protect your child and stop the spread of chickenpox in our **school/daycare**.

Sincerely,

Administrator’s Name

Administrator’s Title

School Name