

LHD Template: Notification Letter to a Facility Associated with Two or More Cases of Legionnaires' Disease within 12 Months (*non-healthcare setting*)

[Insert date]

Dear [Name of facility owner/manager],

On [date], the [LHD] was notified that [#] [tenants/residents/guests] of your facility were diagnosed with Legionnaires' disease (LD) and reported spending time at your facility prior to becoming ill. When two or more individuals are diagnosed with LD and linked to the same facility within a 12-month period, it is considered an outbreak and raises concerns about potential ongoing *Legionella* transmission within your facility.

To prevent further risk, the [LHD], in collaboration with the New Jersey Department of Health, recommends a full outbreak investigation. We request your cooperation in working with your building management, maintenance, and/or risk management teams. A key part of this investigation will involve an environmental assessment and sampling of your building water system(s). Based on the findings, additional response actions may be warranted.

LD is a severe form of pneumonia caused by *Legionella* bacteria, which grows in building water systems and spreads through inhalation of water droplets (aerosolized water) containing the bacteria. While most healthy people don't develop LD from exposure, those who are 50 years or older, or who have certain risk factors—such as being a smoker, having chronic lung disease, a weakened immune system, or taking medications that suppress the immune system—are at higher risk. LD is treatable with antibiotics, but it can lead to serious complications, such as lung failure or death.

Please provide your availability for a one-hour conference call within the next five business days to discuss next steps. Additionally, complete the attached Facility Background Assessment Tool and return it at least 24 hours before the call. Kindly include your facility's Water Management Program and any environmental *Legionella* test results from the past 12 months (if available). Further recommendations will follow once we have received the completed assessment tool.

We appreciate your prompt cooperation and look forward to working with you to ensure the safety and well-being of your [tenants/residents/guests]. In the meantime, should you have any additional information, questions, or if you learn of new cases of LD among staff, guests, or visitors, please contact [LHD Name, Phone, Email].

Thank you for your time and attention to this important matter.

Sincerely,

[LHD POC name and contact details]