

**New Jersey Department of Health
Communicable Disease Service**

Sample Notification Letter - Mumps Disease

Please consult with the LHD and/or NJDOH prior to distribution.
Microsoft® Word version available upon request.

[School/company letterhead]

Dear *[Parent, Teacher, School Administrator, Community Resident, etc]*:

We have been notified by the _____ Department of Health that one of our *[students/employees]* has been diagnosed with mumps. Public health and *[school/company]* officials are working together to protect the health and safety of all *[students and/or staff]*. The following information will help you understand the situation:

- **Mumps** is a contagious disease that is caused by a virus. It typically starts with fever, headache, muscle aches, tiredness, and loss of appetite. Then most people will have swelling of their salivary glands (often referred to as parotitis when the parotid gland, located in front and below the ear, swells). This is what causes the puffy cheeks and a tender, swollen jaw. In rare cases, mumps can cause more severe **complications** including orchitis (swollen or tender testicles) or oophoritis (tender ovaries).
- Mumps **spreads** through direct contact with saliva or respiratory droplets from the mouth, nose, or throat. An infected person can spread the virus by coughing, sneezing, sharing items that may have saliva on them, or participating in close-contact activities with others.
- Mumps can be prevented with **MMR (measles, mumps, and rubella) vaccine**. The mumps component of the MMR vaccine is about 88% effective after 2 doses.
- After exposure to the virus, it typically takes 16-18 days (sometimes as long as 25 days) before symptoms appear. Exposed persons should monitor for symptoms for 25 days, regardless of vaccination status.
- As a general rule, you can help prevent the spread of infectious diseases by washing hands frequently, covering nose and mouth with tissues when coughing or sneezing, not going to school or work while sick, and not sharing eating utensils, toothbrushes, cups, drinking glasses, or water bottles.
- For additional information, please visit:
 - <https://www.nj.gov/health/cd/topics/mumps.shtml>
 - <https://www.cdc.gov/mumps/index.html>

If additional cases of mumps occur at *[school/company]*, persons without **evidence of immunity** to mumps may be excluded for up to 25 days as part of the NJDOH outbreak control guidelines.

If you have any questions or would like additional information, please contact your doctor or the _____ Department of Health at _____ *[phone#]* _____. *[School administrators/employee health service]* will work closely with public health officials to keep you informed of the situation.

Sincerely,

[Health Officer - School Administrator - Nurse]