

**CHICKENPOX**  
**EMPLOYEE NOTIFICATION LETTER**

\_\_\_\_\_  
(use school letterhead)

Date \_\_\_\_\_

Dear Employee:

This letter is to inform you of the presence of chickenpox in this school.

Chickenpox is caused by a virus and is characterized by an itchy rash, which then forms blisters that dry and become scabs in 4-5 days. The rash may be the first sign of illness, sometimes coupled with fever. Chickenpox develops within 10-21 days after contact with an infected person and is contagious 1-2 days before the rash appears and until all blisters have formed scabs. The virus spreads from person to person by direct contact or through air. Although chickenpox is usually mild, it may be severe in infants, adults, and persons with impaired immune systems such as those on medications for leukemia and/or organ transplant.

The varicella vaccine is effective in preventing illness or reducing the severity of the disease if administered within 3-5 days of exposure to the disease. If you have children or adults in your home with an impaired immune response or are not immunized against chickenpox, please consult your physician regarding this exposure.

Thank you for your continued cooperation.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Nurse