Notification letter template to hotel management regarding a single Legionnaires' disease case possibly associated with the hotel

Dear Hotel Management:

It has come to our attention that a recent guest of your hotel has been diagnosed with Legionnaires' disease. Legionnaires' disease is a serious form of pneumonia caused by *Legionella* bacteria, which can live in water. We are providing this letter to you for your information only. It is important to note that the source of the guest's illness has not been determined, and this letter does not implicate your facility. Information about Legionnaires' disease is available at www.cdc.gov/legionella.

It is possible that other guests will contact you because they know of other people with Legionnaires' disease or because they believe that they have had Legionnaires' disease. **Please let us know immediately if you are informed of other cases related to your hotel and whether the guests were local, out-of-state, or international.**

You may wish to review your water maintenance procedures to help minimize future risk. The CDC *Legionella* Water Management Program toolkit will be a useful resource for you: www.cdc.gov/legionella/wmptoolkit.

Hotel hot tubs, whirlpools, and showers have been sources of Legionnaires' disease outbreaks. People can get Legionnaires' disease when they breathe in mist (small droplets of water in the air) containing *Legionella*. One example might be from breathing in the mist from a hot tub that has not been properly cleaned and disinfected. In general, the bacteria do not spread from one person to another person.

Legionella is common in the environment and can persist unless proper steps are taken to reduce the risk for it. There are currently no legal restrictions or actions required for this specific situation. However, we are informing you to ensure that you have updated information to help you minimize the risk of *Legionella* in your buildings' water systems.

We are here to answer your questions and to make your hotel safe and comfortable for your guests. Please do not hesitate to call us at [insert HD contact information].

Sincerely,