**Sample letter: Exclusion of employee** Date: Dear

Re: Exclusion of Employee

In order to protect the public’s health, your employee has been advised not to work as he/she has a communicable disease that can be spread to others through preparation of food and drink and/or direct contact with other people.

The employee has been given both verbal and written information about the criteria that must be met before he/she can return to work. When these criteria are met, you will be notified as soon as he/she is permitted to resume his/her duties.

Please note that the employee should be cleared to return to work by Public Health.

If you have any questions please contact the following Public Health Nurse

Sincerely,

Phone

**Nova Scotia Communicable Diseases Manual**

Sample Letter 1