Date

POC

Airline

Address

Fax number

Tel Number

Dear [INSERT Name of POC]:

A state public health authority notified the Centers for Disease Control and Prevention (CDC) of a passenger diagnosed with [INSERT name of disease], who is believed to have been infectious during travel.

On [INSERT Departure Date], the passenger departed [INSERT Departure Airport Code, City, State, Country] on [INSERT Airline and Flight Number] arriving into [INSERT Arrival Airport Code, City, State, Country] on [INSERT Arrival Date if different from departure date].

The CDC considers passengers seated in close proximity to this passenger to be at a significant risk for infection and is conducting a public health investigation. To expedite our ability to identify, inform, and begin interventions on exposed individuals, we are asking that you provide us with the name, seat number, and locator information for the following passengers on the flight(s) indicated below as soon as possible:

* The ill passenger, [INSERT index case name] seated in [INSERT seat# DELETE if no seat number could be obtained] and the passengers in [INSERT SEAT# AND ROWS –use QS OPS Manual] aboard [INSERT Airline and Flight Number]
* All babes in arms seated anywhere on the plane (delete if disease is NOT measles or rubella AND plane is not ≤ 30 passenger capacity)
* All flight attendants on board. Include pilots on planes with <50 passengers. [DELETE if disease is not measles]
* Please identify crew members on the manifest [DELETE if disease is not measles]
* Zones assigned to flight attendants [DELETE if disease is not measles]
* Total numbers of persons on board [DELETE if disease is not measles]
* [REPEAT FOR EACH ADDITIONAL FLIGHT WITH SAME AIRLINE OR DELETE THIS BULLET IF ONLY ONE FLIGHT INVOLVED]

This information may be provided to the XYZ Quarantine Station staff in person on a disk or hard copy, by fax at xxx-xxx-xxxx, or by telephone at xxx-xxx-xxxx.

If you have any questions concerning how the requested information will be used by CDC, please do not hesitate to contact me. I can be reached by phone at xxx-xxx-xxxx or by e-mail at the xxxxxxxxx@cdc.gov.

Thank you very much for your assistance in this investigation.

Sincerely,

INSERT NAME

Officer-in-Charge or Quarantine Medical Officer

CDC [INSERT Name] Quarantine Station

Telephone: [INSERT]

FAX: [INSERT]