

**Communicable Disease Epidemiology
and Immunization Section**

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[Date]

[Contact, Title, Credentials]

[Mailing Address]

Dear [Name, Title]:

As part of the Communicable Disease Epidemiology & Immunization Section of Public Health – Seattle & King County (PHSKC) we would like to offer you services and resources from our Infection Prevention (IP) Team. We offer **free non-regulatory** Infection Control Assessment and Response (ICAR) consultations with a focus on COVID-19 to health care facilities, including long-term care, outpatient, and acute care facilities. The assessment will be performed on-site or via a televisit and will assist facilities in identifying any gaps in their infection prevention and control program. The public health representative will provide education, training, and resources to assist facilities in improving the infection prevention and control practices. I am reaching out to provide additional information and invite your facility to participate in this exciting opportunity. We do not know if this type of opportunity will be available in the future, given limited federal funding.

The visit will be led by public health staff experienced in infection control assessments and on average take about two to four hours depending on the size and complexity of your facility and the gaps identified. The team visiting the facility will use the CDC ICAR tool to guide the onsite assessment and observe practices at your facility. Following the visit, you will receive a summary of findings including the opportunities for improvement and recommendations aimed at addressing any identified gaps.

Please let us know if your facility is interested in hosting an on-site assessment or televisit. To move forward with scheduling, please provide the appropriate point of contact, two dates and times for scheduling the assessment, and any important information regarding restrictions or limitations related to the assessments.

Please contact me at [email/phone] to schedule the visit. I look forward to hearing from you soon!

Sincerely,

[Name, Credentials]

cc: