**Annex A: Email template to contact airline**

*Note: Contact information for airlines can be obtained from the Central Notification System:* [*cns-snc@phac-aspc.gc.ca*](mailto:cns-snc@phac-aspc.gc.ca)

***Template for airline notification of measles exposure on airplane:***

Dear Sir/Madam,

<Insert agency> has been informed of a confirmed case of measles that was infectious during the flight.

The flight details are as follows:

* Airline/ flight number:
* Departure airport:
* Departure date and time:
* Arrival airport
* Arrival date and time:

This disease is highly contagious and could have been transmitted to passengers or crew members on the plane. **We are writing to inform you of the exposure and to recommend that the airline occupational health services follow up directly with flight crew who serviced this flight.**

If you have any questions, please feel free to contact me at <insert contact phone number>.

***If requesting the manifest, include the following:***

I am also requesting the flight manifest containing name(s) and contact information for the passenger(s). This would include **all passengers on the flight**. This request is being made under <insert authority and act>.

The information requested is required so that passengers can be notified of their exposure and provided advice on monitoring symptoms and seeking care. The information should be sent to <insert email address>.