



Mpox (Monkeypox)

Sample Employee Email

Updated 12/14/22

Note: Customize this sample email to communicate with employees about monkeypox (now officially known as “mpox” in order to reduce stigma).

Hello team,

As you may know, we faced a national health challenge earlier this year in mpox (formerly known by the name “monkeypox”). The United States has reported nearly 30,000 cases, with numbers peaking during the summer. Thanks to a robust education and vaccination campaign, cases have fallen to fewer than 10 per day, from a high of 450.

In order to keep these numbers low, I wanted to take a moment to let you know how to stay safe from the virus and how [*COMPANY name*] is responding to this latest threat to our health.

About Mpox

The majority of diagnosed cases of mpox in the U.S. have been found among men reporting sexual intimacy with other men — but public health officials warn that the virus can spread beyond this community. In fact, anyone can catch the virus through close contact with an infected person. That’s why we must all be aware of mpox and how it spreads.

Mpox is primarily spread through direct contact with the infectious rash, scabs or bodily fluids in a person who has the virus. People with mpox in the current outbreak generally report having had close, sustained physical contact with other people who have mpox. Mpox can also be spread through prolonged, close face-to-face contact — think kissing, cuddling or other intimate behavior.

The interactions we commonly have at work — casual, brief conversations; passing by each other in the hall; riding an elevator together; keeping the kind of distance that is typical in a work setting — are not considered modes of transmitting or catching the virus.

Please review the additional information at the bottom of this email for details. If you think you may have mpox, contact your healthcare provider right away.

How We’re Responding

The U.S. Centers for Disease Control and Prevention (CDC) recommends that people at high risk for infection or who've recently been exposed to mpox should be vaccinated.

[If you have been vaccinated, say so here.] I encourage our colleagues to consider vaccination if you're at higher risk for exposure or if you've recently been exposed. You can contact your health provider or local public health department for information about vaccine clinics. If you have trouble finding a vaccine clinic near you, let us know and we'll help. *[COMPANY name]* team members are eligible for paid time off for vaccination and recovery from any side effects. *[Customize to reflect your company's benefits.]*

Any employee experiencing mpox [symptoms](#) should not come to work. The illness from mpox can last 2 to 4 weeks, so contact human resources at *[provide contact information]* to comply with our standing policy about multi-day illnesses and the leave available to you. *[State here any policies about supplementing paid sick leave with other leave time or assistance your HR department will provide in accessing short-term disability for those who qualify.]*

[State here any other new policies, including updates to health self-attestation forms for employees or customers.]

Thank you for continuing to look out for each other's health and working together to create a safe and supportive work environment for all the members of our team. If you have any additional questions, please don't hesitate to reach out.

Sincerely,

[Your name]

Additional Resources

- **Health Action Alliance:** [Mpox \(Monkeypox\): What You Need to Know](#)
- **CDC:** [Mpox Portal](#) ([En Español](#))
- **HRC Foundation:** [Mpox \(Monkeypox\) Resource for Gay and Bisexual Men](#)