

SAMPLE EMAIL TO ALL CG'S DUE FOR FIT TESTING:

THIS IS EMAIL IS SENT OUT APPROX. 1-2 WEEKS PRIOR TO BIRTH MONTH. FIT TESTING CALENDAR IS ALSO SENT ALONG WITH RISK ASSESSMENT.

(All Recipients have been Bcc'd)

Dear Caregiver,

Happy Birthday from Caregiver Health Services!!

**At this time you are due for Annual Fit Testing.**

- Please use the attached Fit Testing Calendars to make an appointment to complete this requirement by the end of your birthday month. You will need to call our offices to make an appt.
- Please check in with your Core Leader regarding your appt. time and let them know when you have completed the requirement.
- Please plan ahead and make your appts. early, to avoid any last minute rush at the end of the month.

**REMINDER:** You are also due for Annual TB testing requirement.

**If you feel that you have received this in error or have any questions, please let me know.**

**All requirements must be completed by 3/31/19.**

Thank you!

CC

**Carolyn Dennison, R.N.** | Regional Manager, Caregiver Health Services |  
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