DATE

NAME

ADDRESS

Dear NAME:

Based on the most current information received from the Arkansas Department of Health (ADH), it appears that you have not complied with the ADH Mumps Directive.

Effective immediately, you are required not to report to work. If you choose to report to work, you will be sent home. You are being placed in administrative leave without pay status until the outbreak is declared over by the ADH or until you comply with the directive.

To review the latest Arkansas Department of Health Mumps Directive, visit [https://health.uark.edu/\_resources/documents/adh-faculty-staff-directive-12-27-19.pdf](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhealth.uark.edu%2F_resources%2Fdocuments%2Fadh-faculty-staff-directive-12-27-19.pdf&data=02%7C01%7Clhmilam%40uark.edu%7Ceab30a8591d34bfe935d08d7950b1f41%7C79c742c4e61c4fa5be89a3cb566a80d1%7C0%7C0%7C637141747308490955&sdata=bmjquBoqWdnVvK7VCrxcuZIGRUdUtXLO2pvPZCDIkx8%3D&reserved=0). If you have questions about the directive, please contact the Arkansas Department of Health Outbreak Response Section at 501-537-8969.

Sincerely,

SUPERVISOR NAME

TITLE