**Infection Prevention Annual Risk Assessment**

**Email Template**

The email template on the following page is intended to be adapted for use by a staff member in an infection prevention role. Following are some suggestions to help maximize your message:

1. Customize the content to suit the need of your facility.
2. Copy and paste the message into an email with a header identifying the subject as the Infection Prevention Risk Assessment.
3. Use the template as a “coming soon” message to let recipients know they should be on the lookout for an invite to a meeting to complete the Infection Prevention Risk Assessment.
4. Use the template as the body of the Infection Prevention Risk Assessment meeting invite.

Dear Valued Staff Member,

It is time for our team to meet and discuss our facility **Infection Prevention Risk Assessment.** This is an excellent opportunity for each of us to learn and provide input on all that we do to ensure the safety of our staff and residents.

**The Risk Assessment** is a “living” adaptable document that serves the foundation of our Infection Prevention Program. Additionally, the Infection Prevention Risk Assessment:

* Allows us to focus on prioritized risks.
* Identifies specific organisms/illnesses that may be healthcare-associated.
* Identifies risks associated with exposure as well as risks associated with residents, caregivers, and family (i.e., lack of compliance with immunization) and risks in the environment of care.

**How can you impact the Infection Prevention Risk Assessment?** Prior to our meeting, think about your role in the facility and how it impacts other staff members and residents. Consider everyday tasks that have the potential to transmit infectious diseases if not performed safely.

In addition to risks associated with various organisms like *Clostridioides difficile* and our population’s risk of urinary tract infections, we will discuss topics such as hand hygiene, standard precautions, screening for infection and immunizations, as well as infection prevention education on a variety of topics.

Your input will be valuable in supporting a robust Infection Prevention Program that we are all invested in and support in our daily work.

Sincerely,

Your Infection Preventionist