



Letterhead and Logo and E-Mail Signature Policy Guidelines for Shared Employees
Revised September, 2015

This document has three sections:

- Letterhead
- SLVPHP Logo
- E-Mail Signatures and Business Cards

LETTERHEAD: [Second page can be blank or with a simplified header](#)

- General correspondence, press releases and announcements**
- Official regional announcements, policies, official instructions**
- Notices about a regional disease outbreak; fatality or public health finding**
- Educational information i.e. seasonal reminders about hanta virus, food safety classes**
- Letters of support**

“SLVPHP Letterhead County Logos 0415”

*Letterhead with the Partnership logo at the top AND the six County logos across the bottom.
Add your contact information to the header or in the body of the document.*

OR

“SLVPHP Letterhead with County Contacts 0415”

*Letterhead with the Partnership logo at the top AND the six County logos across the bottom.
Also has all the PH contacts in the body of the e-mail.*

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Correspondence or notices about payments, fines or fees

License renewals

“SLVPHP Letterhead Fiscal with Alamosa contact info 0415”

Letterhead with both the Partnership and Alamosa County logos on it.

Has Alamosa County contact information.

(The contact info can be edited and the logos re-sized as needed.)

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San Luis Valley Public Health Partnership

Official Announcements which are signed by local Boards of Health
Isolation Order
Pool or restaurant Closure Order
County-specific correspondence
Compliance letters for unlicensed retail food establishments

Local Health Department letterhead

Add regional contact information when appropriate.

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Existing Orders for Isolation and Quarantine

No Logo/ No Letterhead

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TB Isolation Order

State of Colorado Letterhead

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In situations not addressed here, ask yourself if the use of the logo

- strengthens the program?
- strengthens communication?
- promotes the Partnership to improve communications?
- provides needed legitimacy?

Approval process for regional communications:

Send out draft of correspondence to the Public Health Directors: “If I don’t hear from you by (time) then this will go out.” (Usually less than 24 hours notice). If the letter or press release recounts facts or legal notices related to an actual event then wait for positive approval from those most directly involved.

If approval from BOCC is necessary then inform LPHA Director; prefer to present request to BOCC /BOH together. If LPHA Director or Deputy are not available then Regional Employees may make time-sensitive requests directly to BOCC/BOH.

SLVPHP LOGO

Environmental Health work shirts
Internal calendars and work products
Service-request forms (request for inspection/consultation)
Radon vouchers
Educational brochures
Promotional items (pens, coffee mugs)
E-mail signatures



San Luis Valley Public Health Partnership

E-Mail Signatures and Business Cards

(Use existing cards until gone, then review new design with your supervisor)

Requirements (in any order):

11 point font or greater

Name, Title (your Job, not your HR job title)

San Luis Valley Public Health Partnership

Department Name

Phone Number with area code

E-mail address

Alamosa County “Confidentiality Policy” for Alamosa County employees

Options:

You may use “Manager” in your job title if you supervise someone else

Use any readable font type

Add Partnership logo

Cell phone number

Fax number

Website

Alamosa Facebook /Facebook

Inspirational Quotes

