



To Whom It May Concern:

Based on New York City Health Department’s guidance, please excuse _____.
from work. They have fever, cough, shortness of breath, or sore throat, which started on _____.
(date symptoms started)

They haven’t had a fever since _____ (first day without fever).

Given the widespread presence of coronavirus disease 2019 (COVID-19) in New York City, we are asking that all people with the above symptoms stay home for at least seven days since their symptoms started or for three days after their fever goes away without the use of fever-reducing drugs plus symptom improvement, whichever is longer. Number of days excused from work _____ (seven days minimum).

This is meant to help prevent the spread of COVID-19.

Not every person who has been exposed to the novel coronavirus needs to be tested. Most will develop mild to moderate symptoms that will get better without medical help. A positive test is not needed to prove they had COVID-19 and a negative test is not needed for them to return to work. They should stay out of work for at least seven days after their symptoms started or three days after their fever has gone away and their symptoms have improved, whichever is longer.

Please excuse this person from work so that they may comply with this guidance.

Background:

There is widespread community transmission of COVID-19 happening in New York City. COVID-19 is a respiratory illness (which affects breathing) caused by a new coronavirus. Symptoms can range from mild, such as a sore throat, to severe, such as pneumonia. Most people will not need medical attention for their symptoms. Visit nyc.gov/coronavirus for more information.

Sincerely,

Demetre C. Daskalakis, MD, MPH
Deputy Commissioner
Division of Disease Control
NYC Department of Health and Mental Hygiene