Dear School Administrator or Employer:

The New York City Department of Health and Mental Hygiene (NYC Health Department) is providing this letter to _________________________________ to excuse them from school or work. They are required to stay home and self-monitor for 14 days after their last day in an area with ongoing spread of coronavirus as identified by the Centers for Disease Control and Prevention (CDC): cdc.gov/coronavirus/2019-ncov/travelers. This individual has reported that their last day in one of these areas was on ____________________.

This means that they should not attend school or work during this time. We recommend that you also require proof of travel to verify this excused absence.

This person has not been diagnosed with COVID-19. These measures are being implemented nationally out of an abundance of caution given the expanding outbreak of COVID-19.

Please excuse this person from work or school so that they may comply with this directive.

Background:
Recently, a novel (new) coronavirus was detected in thousands of people worldwide. The infection, called COVID-19, can be spread from person-to-person. A "novel coronavirus" is a strain that has not been previously found in humans. Symptoms for COVID-19 can include fever, cough and/or shortness of breath. An infection can result in death, but that is a rare outcome.

Sincerely,

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