To Whom It May Concern:

Based on Dallas County Health and Human Services’ guidance, please excuse ______________________ from work. They have fever, cough, shortness of breath, or sore throat, which started on _________.

They have not had a fever since ________________ (first day without fever).

Given the widespread presence of coronavirus disease 2019 (COVID-19) in Dallas County, 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 Dallas County. 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 https://www.cdc.gov/coronavirus/2019-ncov/index.html or call CDC-INFo (800) 232-4636 for more information.

Sincerely,

Joann Schulte, DO, MPH
Deputy Health Authority and Medical Director
Dallas County Health and Human Services

DCHHS will not be responsible for confirming the details of this letter. 4.3.2020