



Dear employer,

As the number of travel-related cases of the novel coronavirus (COVID-19) continues to rise around the world, more guidance has been issued by the Public Health Agency of Canada relating to returning travelers.

We appreciate your cooperation in excusing employees from work or accommodating alternative work arrangements (if an employee is well enough to work from home) in the following situations:

1. Any employees who have traveled to the **province of Hubei (China), Iran** or to **Italy** are required to:
  - Call Ottawa Public Health at 613-580-6744 within 24 hours of arriving in Canada if they plan on travelling to Ottawa;
  - **Stay at home and avoid close contact with others, including those in their home**, for a total of 14 days from the date they left Hubei province or Iran;
  - Call Ottawa Public Health at 613-580-6744 if they have any **symptoms of the novel coronavirus (COVID-19)** such as fever, coughing, and difficulty breathing.
2. **Any employee who has travelled outside of Canada**, including the United States of America, should self-monitor for symptoms. Individuals may attend school or work, but to watch carefully for any symptoms of illness. If symptoms develop, individuals should immediately distance themselves from others, contact Ottawa Public Health at 613-580-6744, and, if at work, also contact their occupational health department and/or supervisor.

Due to the volume of returning travelers, please treat this letter as a sick note for a period of 14 calendar days from the employee's return to Canada, should they meet the criteria above in items 1) or 2).

Please continue to check our webpage for more information and guidance:

[OttawaPublicHealth.ca/Coronavirus](https://OttawaPublicHealth.ca/Coronavirus)

Thank you,

Ottawa Public Health