



Dear Employer,

Note: This guidance is current as of May 25, 2020. Please be aware that guidance may change.

In order to help reduce the spread of COVID-19 in Ottawa, Ottawa Public Health appreciates your cooperation in excusing your employees from work, or accommodating alternative work arrangements (if an employee is well enough and able to work from home) in the following situations:

1. The Government of Canada has issued an Order under the *Quarantine Act*. Employees who have traveled outside of Canada, including the United States must [self-isolate](#) for 14 days whether or not they have symptoms of COVID-19.
2. Under the *Health Protection and Promotion Act* of Ontario, employees who have been diagnosed with COVID-19, have been tested for COVID-19 and are awaiting the result, and/or they have symptoms compatible with COVID-19, even if mild (e.g., fever, cough, difficulty breathing) must also [self-isolate](#). The duration of self-isolation will vary depending on the circumstance.
3. Employees have been advised to [self-isolate](#) at home if they are a close contact, i.e., live with, provide care for, or have spent prolonged time with someone who:
 - has tested positive for COVID-19, OR
 - is suspected to have COVID-19, OR
 - has respiratory symptoms (fever, cough, or shortness of breath) that started within 14 days of travel outside of Canada
4. The Government of Ontario is strongly urging all persons over 65 years of age, those with compromised immune systems, or those with underlying medical conditions to stay at home and self-isolate.

Please accept this letter as a sick note based on the criteria listed above.

For more information on self-isolation please refer to:
www.OttawaPublicHealth.ca/Self-Isolate

Please continue to check our webpage for more information and guidance:
www.OttawaPublicHealth.ca/Coronavirus

Thank you,

Ottawa Public Health