COVID Templates for Workers, Employers, and Travelers:

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# Work Restrictions Letter

TODAY’S DATE

To whom it may concern:

The XX Health Department in collaboration with the Kansas Department of Health and Environment (KHDE) and the Centers for Disease Control and Prevention (CDC) is responding to an international outbreak of respiratory disease named “coronavirus disease 2019” (COVID-19) caused by a new type of coronavirus. Any person identified by public health officials to have been potentially exposed to COVID-19 are being monitored to prevent the spread of COVID-19 to others.

Accordingly, WORKER NAME should not return to work until DATE (14 days since last potential exposure); however, if they can be isolated from others in a manner deemed appropriate by public health, they may return to normal duties.

Please call the XX Health Department at XXX-XXX-XXXX or the 24/7 KDHE Epidemiology Hotline at 877-427-7317 for any questions or concerns. Thank you for your cooperation in this matter and for helping us protect the public’s health.

Sincerely,

Disease Investigator Name

XX Health Department

# Release from Quarantine Letter

TODAY’S DATE

To whom it may concern:

The XX Health Department in collaboration with the Kansas Department of Health and Environment (KHDE) and the Centers for Disease Control and Prevention (CDC) is responding to an international outbreak of respiratory disease named “coronavirus disease 2019” (COVID-19) caused by a new type of coronavirus.

After public health evaluation, WORKER NAME was determined to have been potentially exposed to COVID-19. As a result, WORKER NAME was required to remain home from work while they and public health monitored for signs and symptoms for 14 days since their last potential exposure to COVID-19. The XX Health Department has released WORKER NAME from quarantine as of DATE. This person has not developed any COVID-19 related symptoms and does not pose any risk of COVID-19 infection to other people.

While COVID-19 is circulating throughout the U.S., everyone can do their part to help us respond to this emerging public health threat. Everyone should be taking preventive actions such as washing your hands to help stop the spread of germs, monitoring themselves for symptoms, and staying home when sick.

For current information and facts regarding COVID-19 in Kansas, refer to KDHE’s COVID-19 webpage at: <http://www.kdheks.gov/coronavirus> or contact the XX Health Department at XXX-XXX-XXXX or the 24/7 KDHE Epidemiology Hotline at 877-427-7317.

Sincerely,

Disease Investigator Name

XX Health Department

# Isolation Letter No Testing Performed

TODAY’S DATE

To whom it may concern:

The XX Health Department in collaboration with the Kansas Department of Health and Environment (KHDE) and the Centers for Disease Control and Prevention (CDC) is responding to an international outbreak of respiratory disease named “coronavirus disease 2019” (COVID-19) caused by a new type of coronavirus.

After medical and public health evaluation, PATIENT NAME was determined to have symptoms that may be related to COVID-19. As a result, PATIENT NAME is required to remain in home isolation for 7 days following their onset of symptoms AND until fever-free for 72 hours without the aid of fever-reducing medication and their symptoms have improved.

Please, refer to the Tips for Home Isolation document that is enclosed. For current information and facts regarding COVID-19 in Kansas, refer to KDHE’s COVID-19 webpage at: <http://www.kdheks.gov/coronavirus> or contact the XX Health Department at XXX-XXX-XXXX or the 24/7 KDHE Epidemiology Hotline at 877-427-7317.

Sincerely,

Disease Investigator Name

XX Health Department

# Release from Isolation Letter

TODAY’S DATE

To whom it may concern:

The XX Health Department in collaboration with the Kansas Department of Health and Environment (KHDE) and the Centers for Disease Control and Prevention (CDC) is responding to an international outbreak of respiratory disease named “coronavirus disease 2019” (COVID-19) caused by a new type of coronavirus.

After medical and public health evaluation, WORKER NAME was laboratory-confirmed to have COVID-19. As a result, WORKER NAME was required to remain in home isolation for 7 days following their onset of symptoms AND until fever-free for 72 hours without the aid of fever-reducing medication and their symptoms have improved. The XX Health Department has released WORKER NAME from isolation as of DATE. This person’s COVID-19 related symptoms have improved so they are no longer considered contagious and do not pose any risk of COVID-19 infection to other people.

While COVID-19 is circulating throughout the U.S., everyone can do their part to help us respond to this emerging public health threat. Everyone should be taking preventive actions such as washing your hands to help stop the spread of germs, monitoring themselves for symptoms, and staying home when sick.

For current information and facts regarding COVID-19 in Kansas, refer to KDHE’s COVID-19 webpage at: <http://www.kdheks.gov/coronavirus> or contact the XX Health Department at XXX-XXX-XXXX or the 24/7 KDHE Epidemiology Hotline at 877-427-7317.

Sincerely,

Disease Investigator Name

XX Health Department

# No Restrictions Letter

TODAY’S DATE

To whom it may concern:

The XX Health Department in collaboration with the Kansas Department of Health and Environment (KHDE) and the Centers for Disease Control and Prevention (CDC) is responding to an international outbreak of respiratory disease named “coronavirus disease 2019” (COVID-19) caused by a new type of coronavirus.

After public health evaluation, WORKER NAME has not been exposed to COVID-19 and KDHE recommends that there is **NO** workplace or public place restrictions/prohibition related to concerns for COVID-19.

While COVID-19 is circulating throughout the U.S., everyone can do their part to help us respond to this emerging public health threat. Everyone should be taking preventive actions such as washing your hands to help stop the spread of germs, monitoring themselves for symptoms, and staying home when sick.

Please call the XXX Health Department at XXX-XXX-XXXX or the 24/7 KDHE Epidemiology Hotline at 877-427-7317 for any questions or concerns.

Sincerely,

Disease Investigator Name

XX Health Department

# Traveler’s Quarantine Email Notification

TODAY’S DATE

To whom it may concern:

The Kansas Department of Health and Environment (KDHE) has been notified that you recently traveled to a country with an outbreak of COVID-19.  COVID-19 is a respiratory illness that can spread from person to person.  KDHE has mandated 14-day home quarantine for those with international travel on or after March 15.

Stay home for the 14 days since you arrived back in Kansas and monitor your health.  This is considered home quarantine.

Those who are under home quarantine should remain at home or in a comparable setting. They should not attend school, work or any other setting where they are not able to maintain at about a 6-foot distance from other people.

If you become ill and need to seek medical attention:

* Before seeking care, call your healthcare provider and tell them that you have recently traveled or that you have been otherwise exposed to COVID-19.
* Put on a facemask before you enter the healthcare facility to help prevent further spread to other people in your healthcare provider’s office or waiting room.

Please refer to the attached documents and Home Quarantine Guidelines.

Contact your local county health department or call KDHE at 877-427-7317 if you have questions.

COVID-19 information is available at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and <http://www.kdheks.gov/coronavirus/index.htm>.

Sincerely,

Disease Investigator Name

XX Health Department