

MEMORANDUM

TO:

FROM:

DATE:

RE: Mandatory Quarantine for Employees Who Travel to COVID-19 High Risk States

As many of you begin making summer vacation plans and requesting time off, we want to make sure that all employees are aware of the mandatory quarantine requirements recently imposed by New York State, which may affect you if you travel outside the state.

Specifically, when you return to New York State after voluntary travel to a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven-day rolling average, you will be required to self-quarantine for 14 days. In addition, you will **NOT** be eligible for any COVID-19 paid leave benefits currently provided under NY State law while quarantined or if you become infected with COVID-19 as a result of your travel to one of these “restricted” states, although you may be eligible for the paid sick leave provided by the federal Families First Coronavirus Response Act (FFCRA).

Until further notice, and in order to ensure compliance with the state mandate, all employees who request time off will be asked if their plans involve travel outside of New York State and, upon return to work after a vacation, employees will be required to confirm whether or not they have traveled to any of the states on the “restricted” list.

Currently, 35 states and the District of Columbia are covered by this quarantine mandate. The list of restricted states, as well as additional information about this mandatory quarantine, can be found here: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

Employees who plan to travel outside of New York state are responsible for checking the list of restricted states in order to determine if their destination is covered by the travel advisory.

We appreciate everyone’s cooperation with our efforts to keep all of our employees and customers safe and healthy. If you have any questions about the information contained in this memorandum, please feel free to contact me.

Thank you.