

EMPLOYEE TRAVEL DURING THE 20-21 ACADEMIC YEAR DUE TO THE COVID-19 PANDEMIC

Dated: November 19, 2020

Supersedes: None

I. PURPOSE:

It is the purpose of this policy to define the New York Medical College and Touro College of Dental Medicine (“College”) employee protocol for travel documentation, compliance with New York State Department of Health (“NYSDOH”) regulations for entry from restricted states, compliance with U.S. Centers for Disease Control (“CDC”) guidelines for entry from countries outside the United States, and repercussions in the event of non-compliance during the COVID-19 pandemic.

II. POLICY:

It is the policy of the College that any individual traveling outside of Contiguous States (Connecticut, Massachusetts, New York, New Jersey, Pennsylvania, and Vermont) for business or personal reasons **must discuss such travel with their supervisor prior to traveling**, to ensure the individual has a quarantine plan where required, and understands the impact of travel on their work responsibilities.

All business travel must be pre-approved by a College Dean or Vice-President. All travelers must abide by applicable New York State Department of Health (“NYSDOH”) quarantine restrictions upon their return to New York. Remote work arrangements for employees on quarantine due to business travel is at the discretion of and must be approved by a College Dean or Vice-President.

Remote work arrangements for employees on quarantine due to **personal travel** is at the discretion of an employee’s direct supervisor, Dean or Vice-President, and such remote work arrangement must be approved in advance of travel.

Employees are responsible for completing the [Travel Acknowledgement Form](#) and emailing it to his/her supervisor, NYMC Health Services and NYMC Human Resources prior to travel. Information on this form will determine the required testing before re-entry into New York.

Employees not approved for remote work will utilize appropriate paid time off options. Employees who exhaust all sick, personal, vacation and catastrophic leave balances will be unpaid until permitted to return to work pursuant to NYSDOH guidelines. Employee travelers are to comply with the testing procedure requirements to end the Travel Quarantine. Employees who do not comply with the testing procedure may be prevented from receiving paid leave during their quarantine.

All travelers returning to New York State from travel outside the Contiguous States must quarantine and may not come to the College campus unless and until COVID-19 diagnostic testing is completed, quarantine procedures are completed, and both tests and symptom monitoring logs have been reviewed and result in a clearance by NYMC Health Services.

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

III. DEFINITIONS:

- A. CDC Travel Guidelines: The country-by-country quarantine/restriction guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>
- B. Contiguous States: Connecticut, Massachusetts, New York, New Jersey, Pennsylvania, and Vermont.
- C. Employee Travelers: Any College employee who has returned to New York following travel within the past 14 days from a Restricted State or Restricted Country.
- D. Essential Workers: Any College employee who is identified as Essential by a College Dean or Vice-President. Employees may confirm their status with the Department of Human Resources.
- E. Travel Acknowledgement Form: The [NYMC/TCDM form](#) that must be sent in, prior to travel, to Health Services and Human Resources, and specifies location of restricted state/country, date of return into New York, and whether or not the person is classified as an essential worker.
- F. NYS Traveler Health Form: The NYSDOH form that is required upon re-entry into New York. The form is available on-line at <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form> or its paper counterpart.
- G. PTO: Paid time off under the College's leave policies.
- H. Restricted Country: Countries under a Travel Advisory level 2 or higher as per Centers for Disease Control and Prevention Travel Guidelines.
- I. Restricted States: All US states, territories and the District of Columbia other than Connecticut, Massachusetts, New York, New Jersey, Pennsylvania, and Vermont.

IV. BACKGROUND

- A. Due to the rapidly changing rates of COVID-19 infection in states and countries, and the impact of NYS quarantine requirements to work schedules upon arrival/return to campus, ANY travel outside of Contiguous States must be discussed with an employee's supervisor prior to the travel, to ensure departments have a plan and that employees understand the impact of travel on their work duties.

- B. Prior to travel, the employee must receive information from their supervisor as to whether or not the position is classified as an essential worker because this classification impacts the testing requirements to exit quarantine.
- C. Employees must follow travel quarantine procedures in this policy following ALL travel outside the Contiguous States, even if for less than 24 hours.
- D. Anyone entering New York State from Restricted states or Restricted Countries must quarantine for 14 days upon entry unless the traveler qualifies to end quarantine early under a testing exemption process, which differs depending upon whether or not one is classified as an essential worker.
- E. Travel associated quarantines are generally for 14 days, with day 1 being the day after entry into New York and ending at midnight of day 14.
 - A. Travelers who ARE Essential Workers may exit quarantine following receipt of a negative COVID-19 diagnostic test taken 4 days after their arrival in New York State. Travelers quarantine and leave quarantine on day 4 solely for the purpose of obtaining the test. Quarantine continues until clearance by NYMC Health Services after receipt of a negative COVID-19 diagnostic test. Persons with symptoms are subject to alternate quarantine/isolation procedures.
 - B. Travelers who ARE NOT Essential Workers must obtain a COVID-19 diagnostic test within 72 hours before leaving a Restricted State or Restricted Country and a second COVID-19 diagnostic test on quarantine day 4. Travelers quarantine and leave quarantine on day 4 solely for the purpose of obtaining the test. Quarantine continues until clearance by NYMC Health Services after receipt of a negative COVID-19 diagnostic test. Persons with symptoms are subject to alternate quarantine/isolation procedures. If a non-essential worker does not obtain a COVID-19 diagnostic test within 72 hours before leaving the Restricted State or Restricted Country, the person must quarantine for 14 days.
- F. Acceptable COVID -19 diagnostic tests are COVID-19 PCR molecular tests and COVID 19 rapid molecular tests. COVID-19 antigen tests (including Binax antigen) are not acceptable.

V. PROCEDURES

- A. Procedures and important information when considering travel:
 1. Employees must inform their supervisor of all planned travel outside Contiguous States at the time of any PTO request and prior to such travel. Employees and their supervisor are jointly responsible for planning the impact of the mandatory travel quarantine on work needs. Approval for PTO involving travel outside Contiguous States may be revoked if travel plans are not disclosed at the time of an employee's request.
 2. Employees must complete the [Travel Acknowledgement Form](#) and email it to their supervisor, Health_Services@nymc.edu and contactHR@nymc.edu prior to travel. The form is to be submitted prior to all actual travel, whether approved or not. NYMC

Health Services will provide the Employee Traveler with instructions to comply with travel quarantine requirements which include testing requirements and the symptom monitoring log that is required during quarantine. NYMC Health Services will only correspond with employees following receipt of the Travel Acknowledgement Form.

3. Employees must obtain clarification from their Dean/VP or the Human Resources Department of whether they are an essential worker prior to returning to New York to determine if a COVID test is required prior to leaving a Restricted State or Restricted Country.

B. Procedures for employees returning from travel:

1. Employee Travelers must a) complete the New York State [Traveler Health Form](#) and b) inform NYMC Health Services by email at Health_Services@nymc.edu upon their arrival into New York State.
2. Employee Travelers must quarantine and are not permitted access to campus until Health Services issues a clearance letter. Travelers under quarantine are responsible for completing the symptom monitoring log.
3. Employee Travelers must:
 - a. Obtain a permissible COVID-19 diagnostic test on the 4th day of quarantine. The day following entry into New York is day 1. This test must be either a COVID-19 PCR molecular test or a COVID-19 rapid molecular test. A COVID-19 antigen test is not acceptable.
 - b. Submit the test result and symptom monitoring log to Health Services (health_services@nymc.edu). Health Services will review the test and log to ensure it meets testing requirements and then issue a clearance letter to the Employee Traveler and cc their supervisor.
 - c. Employee travelers who are not Essential Workers must include the results of the COVID-19 diagnostic test obtained within 72 hours before entry into New York with the day 4 testing document and symptom monitoring log that is submitted to Health Services to receive a clearance that will also be provided to the employee's supervisor.
 - d. Employee travelers who are not Essential Workers and do not have a COVID-19 diagnostic test within 72 hours before entry into New York must quarantine for 14 days.
4. Employee Travelers must continue to maintain the symptom monitoring log and remain in quarantine until they receive a clearance letter from Health Services.
5. Only after a clearance letter is obtained may an Employee Traveler return to campus.
6. Dates of travel and clearance time frames may be maintained in the College employment files.
7. The New York State Department of Health (NYSDOH) requirements to safely quarantine include:
 - o The individual must not be in public or otherwise leave the quarters that they have identified as suitable for their quarantine.

- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be maintained in any shared bathroom. Persons living in the same apartment constitute a family group.
 - The individual must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.
 - Food must be delivered to the individual's quarters.
 - All individuals in a living unit must wear a face mask if they become symptomatic.
 - Garbage must be bagged and left outside for routine pick up. Special handling is not required.
 - A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined individual in their separate quarters.
 - Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance.
 - The quarters must be secure against unauthorized access.
8. Any symptoms of COVID-19 infection during the travel quarantine period should be discussed with the employee's physician, and Health Services must be notified.

C. Requirements If You Have COVID-19 Symptoms or A Positive COVID-19 Test Result

Symptoms may appear two to 14 days after exposure to the SARS-CoV-2 virus. People with these symptoms may have: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. **Seek Medical Attention Immediately** for trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

If you develop symptoms of COVID-19 infection or receive positive COVID-19 test results, **immediately notify your physician**. Please also inform NYMC Health Services at Health_Services@nymc.edu so that appropriate contact tracing can be implemented as needed.

If you receive positive test results or develop symptoms, you must self-isolate. The Westchester County Department of Health requirements for isolation are explained at:

<https://health.westchestergov.com/images/stories/PDF/isolationprotocol092020.pdf>

College employees who share living quarters with any employees with positive test results or COVID-19 symptoms must begin quarantine procedures in accordance with the NYSDOH exposure to COVID -19 and may not come to campus.

VI. REFERENCE WEBSITES:

- [New York State Department of Health](#)
- [Westchester County Department of Health](#)
 - [Isolation Requirements](#)
- [Centers for Disease Control and Prevention](#)
 - [Suggested disinfectants](#)
- [NYS Traveler Health Form](#)
- [NYMC Travel Acknowledgment Form - Word format](#) | [PDF format](#)

VII. POLICY MANAGEMENT:

Responsible Executive: Chief Legal Counsel

Responsible Office: NYMC Student Health Services

NYMC/ TCDM Employee Travel Acknowledgment Form

To be completed by employee and emailed to their supervisor, Health_Services@nymc.edu and contactHR@nymc.edu as soon as possible prior to travel, preferably one week before travel.

Employee Information:

_____ / _____ / _____
(Last Name) (First Name) (DOB)
Cell Phone #: _____ - _____ - _____

Travel Information:

1. Specify restricted state/country: _____
2. Date of arrival in restricted area: __/__/_____
3. Date of departure from restricted area: __/__/_____
4. Date of entry into New York: __/__/_____

Supervisor Name: _____
Supervisor Phone #: _____ - _____ - _____

Department: _____

Is the employee an essential worker?

Yes: No:

Is the travel approved by the supervisor?

Yes: No: