

**CITY OF SYRACUSE**  
**COVID-19 OUT OF STATE TRAVEL POLICY**

On 06/24/2020 Governor Cuomo signed Executive Order 205 implementing restrictions on travel due to the COVID-19 pandemic. The order requires that anyone entering New York from a high-risk state\* self-quarantine for a period of 14 days and to follow other regulations set out by the NYS Department of Health (NYSDOH.) On 06/26/20 Governor Cuomo signed Executive Order 202.45 which prohibits employers from paying COVID-19 Administrative Leave to employees who voluntarily travel to a high-risk state.

**In the interest of community health and safety, City employees are prohibited from business travel to high-risk states. Employees are strongly encouraged to avoid personal travel to these areas.**

**Employees who are unable to avoid travel to a high-risk state are required to follow NYDOH quarantine requirements, and will not be permitted to work during the 14-day quarantine period unless they are able to perform their job remotely. A request to work remotely during the quarantine period must have prior written approval from the employee's Department Head. Under EO202.45, in cases where remote work is not approved, the employee's lost time can only be charged to time off accruals and/or FMLA.**

Employees should be aware that a violation of a quarantine or isolation order issued to an individual pursuant to the Commissioner of the NYS Department of Health's travel advisory by a local department of health or state department of health may be enforced pursuant to article 21 of the public health law, and non-compliance may additionally be deemed a violation pursuant to section 12 of the public health law subject to a civil penalty of up to \$10,000.

NYSDOH makes an exception to the quarantine requirement for essential workers. Police, Fire, DPW, Water & Sewer, and any other City employee designated as essential will be permitted to report to work during their quarantine period after undergoing a COVID-19 test within 24 hours and submitting a negative result to Human Resources. The essential employee must also follow these additional guidelines:

1. Self-monitor (at least every 12 hours) for a temperature greater than or equal to 100.0 degrees Fahrenheit and symptoms consistent with COVID-19.
2. Continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days.
3. To the extent possible, and with prior written approval from the Department Head, the employee should work remotely.
4. On day 7 of quarantine an additional COVID-19 test must be done and negative results submitted to Human Resources.
5. Limit interactions with coworkers and the public and continue social distancing practices, including maintaining, at least, six feet of distance from others.
6. Wear a mask at all times for 14 days from the date of employee's return to NYS.
7. All voluntary overtime is discouraged for seven days following employee's return to NYS.

If the employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the employee must be sent home immediately and may return to work only after completing at least 10 days of isolation from the onset of symptoms or upon receipt of a negative COVID-19 test result.

*\* High risk states are defined as those 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. A list of the affected states, and the procedure for essential workers to return to work can be found on the New York state health commissioner's website at:*

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

*Please note that the list of states can change or vary daily depending on test results, thus the website should be closely monitored if you have vacation/travel plans. **The City strongly discourages travel to any state on this list.***