



COVID-19 PROCESS & PROTOCOL UPDATE

We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern remains the health and well-being of our Employees and their Families. Recently, the New York State Governor has changed the requirements for traveling in and out of NYS, and for residents who leave the State and return home.

Effective Wednesday, November 4, there will no longer be a state quarantine list or use of state metrics. Instead, individuals traveling to New York must take a COVID-19 test before traveling into New York and after arriving in New York. States bordering New York are exempt; Massachusetts, Connecticut, Pennsylvania, New Jersey and Vermont.

Essential workers are exempt from any days of travel quarantine. They are not exempt from the testing requirements. Essential workers must continue to follow masking and distancing requirements when returning to work after traveling.

Anyone traveling to New York State must take a COVID-19 test within 3 days of arriving and then show proof of a negative test within three days of arrival in New York. Once arriving in New York State the employee must take another COVID-19 test on the fourth day they have been in New York State.

If the test comes back negative, the employee is cleared. If the test comes back positive, the employee must continue to quarantine for a total of 14 days. If people choose not to be tested, a 14 day quarantine is required.

The new rule distinguishes between people who were in another state for **more than 24 hours** and people who were in another state for **less than 24 hours**.

For Employees who were in another state for **more than 24 hours**:

- Employees must obtain a test within three days of departure from that state.
- On day 4 after returning, the employee must obtain another COVID test. If both tests come back negative, the employee may continue normally upon receipt of the second negative diagnostic test.

For Employees who were in another state for **less than 24 hours**:

- The employee does not need a test prior to their departure from the state they are visiting, and does not need to quarantine upon arrival in New York State.
- However, the employee must fill out an employee form upon entry into New York State and take a COVID diagnostic test on the 4th day after their arrival in New York.

Local health departments will validate tests, if necessary, and if a test comes back positive, will issue isolation orders and initiate contact tracing. The local health department must make contact with the state the employee came from, to ensure contact tracing proceeds there as well.

All out-of-state employees must complete the form upon entering New York. Employees who leave the airport without completing the form will be subject to a \$2,000 fine and may be brought to a hearing and ordered to complete mandatory quarantine. Employees coming to New York through other means of transport, including trains and cars, must fill out the form online.