



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: October 15, 2020

TO: All Employees

FROM: Donna Mancuso, Deputy CEO for Administration *DM*

SUBJECT: TRAVEL - REMINDER REGARDING QUARANTINE RESTRICTIONS

HR Announcement

Please be reminded that there is a **requirement** in COVID Response Plan Phase 3 to report travel plans to your supervisor and/or to Human Resources.

There are restrictions in place for international travel. You are required to self-quarantine for 14 days if you visit a Level 2 or Level 3 country. Essential employees are NOT exempt from this travel quarantine.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>

New York has also ordered quarantine restrictions for travelers arriving into New York from restricted states, which is updated daily. There are currently 38 states/U.S. Territories listed:

Alabama	Kentucky	Oklahoma
Alaska	Louisiana	Puerto Rico
Arkansas	Michigan	Rhode Island
Colorado	Minnesota	South Carolina
Delaware	Mississippi	South Dakota
Florida	Missouri	Tennessee
Georgia	Montana	Texas
Guam	Nebraska	Utah
Idaho	Nevada	Virginia
Illinois	New Mexico	West Virginia
Indiana	North Carolina	Wisconsin
Iowa	North Dakota	Wyoming
Kansas	Ohio	

With the holiday season upon us and the possibility of traveling to visit with family or friends, please refer to New York's website for updated information before you travel - <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

If you do travel to one of the listed states, you are required to self-quarantine for 14 days upon your return to New York. There are a few exceptions depending on the length of time you are in the listed state. As an essential worker, you may be returned to the workplace with certain restrictions listed below:

- You must be tested for COVID-19 within 24 hours of arrival back to NY. You must submit a copy of the negative test result to Human Resources. Make your appointment for an instant test before you depart. If you are unable to make an appointment or you are unable to obtain an instant test, you may not return to work until the results are received. Excused time will not be provided.
- You must monitor your temperature and symptoms daily.
- You must always wear a mask and keep social distance during your workday for the full 14-day period.
- You must clean and disinfect your workstation/truck at the end of your shift for the full 14-day period.
- You are also required to avoid extended periods in public, contact with strangers, and large congregate settings for a period of at least 7 days.

If you have questions, please contact Alex Nuzzo (631) 218-7012 or Emily Lowe (631) 563-0278 or any other HR staff member.