



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: November 4, 2020

TO: All Employees

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

SUBJECT: TRAVEL – NYS UPDATES FOR QUARANTINE RESTRICTIONS

HR Announcement

New York State has updated its travel restrictions. If people travel outside of New York or come to New York from another state, with the exception of New Jersey, Pennsylvania, Connecticut, Massachusetts, or Vermont, they are required to quarantine. Travelers can now test out of the 14-day quarantine requirement. **This information may be helpful if you are expecting visitors during the holidays.**

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

- Travelers must obtain a negative test within three days of departure from that state.
- The traveler must, upon arrival in New York, quarantine for three days.
- On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests are negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.

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

- The traveler does not need a test prior to their departure from the other state and does not need to quarantine upon arrival in New York State.
- However, the traveler must fill out the NYS traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

ESSENTIAL EMPLOYEES CONTINUE TO BE EXEMPT FROM THIS REQUIREMENT. Please notify HR of your plans BEFORE you travel so that we may review the guidelines with you.

As an essential worker, you may be returned to the workplace after travel with certain restrictions listed below:

- You must be tested for COVID-19 within 24 hours of arrival back to NY and 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.

Restrictions remain 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.

If you have questions, please contact Alex Nuzzo at extension 2012 or (631) 218-7012, Emily Lowe at extension 2278 or (631) 563-0278, or any other HR staff member.