



COVID-19: EMPLOYEE TRAVEL AND REQUIREMENTS TO NOTIFY HEALTH SERVICES FOR COVID-19 EXPOSURE OR INFECTION

Dated: May 5, 2021

Supersedes: Employee Travel During the 20-21 Academic Year Due to the COVID-19 Pandemic dated March 23, 2021

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, and to define requirements for Health Services notification in cases of exposure to COVID-19 infection, confirmed or suspect COVID-19 infection.

II. **POLICY:**

For the purposes of this policy, the NYMC/TCDM campus is following the NYSDOH requirements for quarantine and testing after travel or exposure for health care providers for all employees. In addition, for the safety of the campus community, portions of this policy are intentionally stricter than NYSDOH standards.

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

A. TRAVEL:

It is the policy of the College that any employee traveling outside of the 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 that individuals have a quarantine plan where required, and understand the impact of travel on their work responsibilities. Criteria for quarantine depend upon whether or not a person is fully vaccinated or recovered from COVID-19 infection within the past 90 days.

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 and isolation 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.

For **Domestic Travel**, the requirements for quarantine, testing, and what is needed for clearance by Health Services depend upon whether one is fully vaccinated, and/or whether one has a history

of laboratory confirmed COVID-19 infection within the past 90 days and whether travel is domestic (with the United States) or International.

Domestic Travel		
Vaccination Status	Traveler Requirements	Clearance Required
Fully vaccinated or COVID-19 within 90 Days	<ol style="list-style-type: none"> 1. Complete NYS Travel Form 2. Symptom monitor for 14 days post entry 	No clearance is required to return to campus.
Non Fully Vaccinated, No History of COVID-19 within 90 Days	<ol style="list-style-type: none"> 1. Complete NYS Travel Form 2. Symptom monitor for 14 days 3. COVID-19 PCR Test at 5 days 4. Quarantine for 7 days if test is negative, or quarantine for 10 days if no test. 	Health Services clearance is required to return to campus.

For **International Travel**, the requirements for quarantine, testing, and what is needed for clearance by Health Services do not differ based upon vaccination for COVID-19 or a history of COVID-19 within the past 90 days.

International Travel		
Vaccination Status	Traveler Requirements	Clearance Required
Whether fully vaccinated or not	<ol style="list-style-type: none"> 1. All air passengers must have a negative COVID-19 test no more than 3 days before travel or documentation of recovery from COVID-19 in past 3 months. 2. Complete NYS Travel Form 3. Symptom monitor for 14 days 4. PCR diagnostic test at day 5 after arrival 5. Quarantine for 7 days if one tests negative at day 5, quarantine 10 days if no test. 	Health Services clearance is required to return to campus.

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 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 expected to comply with the testing procedure requirements to end the Travel Quarantine prior to day 10. Employees who do not comply with the testing procedure may be prevented from receiving paid leave during their quarantine.

All travelers requiring quarantine or testing may not come to the College campus unless and until cleared by NYMC Health Services.

B. EXPOSURE to COVID-19, SUSPECT or CONFIRMED COVID-19 INFECTION:

All NYMC/TCDM employees are required to notify the NYMC Health Services office (Health_Services@nymc.edu) when an employee is exposed to COVID-19 or has either a suspect or confirmed COVID-19 infection. Criteria for quarantine depend upon whether or not a person is fully vaccinated or recovered from COVID-19 infection within the past 90 days. Thus these documents must be provided to Health Services to receive appropriate guidance. The purpose of this notification is to allow Health Services to provide the guidance needed for compliance with this policy, and thus to prevent transmission of COVID-19 on the NYMC/TCDM campus. This notification includes exposures that occur outside of the NYMC/TCDM campus.

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. Close Contact/ Exposure: Close contact to COVID-19 infection in a community setting for the purposes of quarantine restriction is defined as sharing the same household, direct physical contact, direct contact with infectious secretions, or being within 6 feet of a person with COVID-19 infection for 10 minutes. See NYSDOH definition. https://coronavirus.health.ny.gov/system/files/documents/2020/04/doh_covid19_lhdcont_acttracing_040820.pdf

In a health care setting, determining whether an exposure is a close contact resulting in quarantine, is dependent upon the nature of the exposure and the personal protective equipment in use. Guidance is provided by the Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

C. Contiguous States: Connecticut, Massachusetts, New York, New Jersey, Pennsylvania, and Vermont.

D. Employee Travelers: Any College employee who has returned to New York following travel within the past 14 days from outside the Contiguous States.

E. 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.

F. Fully COVID-19 Vaccinated: Receipt of a complete series (if more than one dose is indicated for the vaccine, of a vaccine approved for use or by Emergency Use Authorization, and at least 2 weeks have passed after the second dose in a 2 dose series, or at least 2 weeks following receipt of one dose of a single dose vaccine.

- G. NYS Traveler Health Form: The online form at <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form> or its paper counterpart.
- H. PTO: Paid time off under the College's leave policies.
- I. Recovered: History of laboratory confirmed COVID-19 infection within the past 90 days.
- J. Restricted States: All US states, territories and the District of Columbia other than Connecticut, Massachusetts, New York, New Jersey, Pennsylvania, and Vermont.
- K. Isolation: A restriction required to prevent spread of infection from persons with confirmed or suspect COVID-19 infection. The procedures for isolation are detailed at Westchester County Department of Health website, under corona virus, quarantine, isolation protocols.
<https://health.westchestergov.com/images/stories/PDF/isolationprotocol122020.pdf>
- L. Quarantine: A restriction required for persons who may be incubating COVID-19 infection due to contact /exposure to infection. Quarantine is for 10 days, beginning from the date of last exposure to the person with COVID-19 infection (date of last exposure = day zero), and continues for 10 consecutive days. Individuals on quarantine must conduct symptom monitoring for a full 14 days. The procedures for quarantine are at the Westchester County Department of Health website, under corona virus, quarantine, isolation protocols.
<https://health.westchestergov.com/images/stories/PDF/quarantineprotocol122020.pdf>

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 the 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 potential impact of travel on their work duties.
- B. Employees must follow travel procedures in this policy following ALL travel greater than 24 hours, outside the Contiguous States.
- C. COVID-19 close contact/exposure requires **Quarantine**. COVID-19 infection, whether confirmed or suspect, requires **Isolation**.

V. PROCEDURES

- A. Procedures and important information when considering travel:
 1. Employees must inform their supervisor of all planned travel outside the 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 the Contiguous States may be revoked if travel plans are not disclosed at the time of an employee's request.
 2. The employee is to notify NYMC Health Services by email Health_Services@nymc.edu and cc their supervisor, indicating the employee's dates of travel and, if not already

done, send a PDF copy of the CDC vaccination card (if fully vaccinated) or documentation of a positive COVID-19 diagnostic test if recovered within the past 90 days. NYMC Health Services will provide Employee with appropriate instructions.

B. Procedures for employees returning from travel:

3. Employee Travelers must:
 - a. complete the New York State [Traveler Health Form](#) and
 - b. Symptom monitor for 14 days.
2. Employees who are (i) returning from international travel, (ii) not fully vaccinated, **OR** (iii) not recovered from COVID-19 in the past 90 days must inform NYMC Health Services by email at Health_Services@nymc.edu upon their arrival into New York State. Health Services will issue the Employee Traveler a symptom monitoring log and follow-up letter detailing instructions for quarantine.
3. Employees requiring quarantine are not permitted access to campus until Health Services issues a clearance letter.
4. Dates of travel and clearance timeframes may be maintained in the College employment files.

C. Procedures Post Exposure:

1. If an employee is notified as a contact to a person with confirmed COVID-19, the employee must notify NYMC Health Services at health_services@nymc.edu for guidance. The requirements for quarantine post exposure depend upon vaccination status and whether one is recovered from COVID-19 within the past 90 days. If not already done send a PDF copy of the CDC vaccination card (if fully vaccinated) or documentation of a positive COVID-19 diagnostic test if recovered within the past 90 days. NYMC Health Services will provide the Employee with appropriate instructions. The requirements are as below:

Vaccination Status	Post Exposure Requirements
Fully Vaccinated or COVID-19 Recovered Within 90 Days	Symptom monitoring for 14 days
Non-Fully Vaccinated or Not COVID-19 Recovered in past 90 days	<ol style="list-style-type: none"> 1. Symptom monitor for 14 days 2. Quarantine for 10 days 3. Test Day 5 post exposure

2. NYMC Health Services will issue a Starting Quarantine/ Exposure Monitoring letter if indicated.
3. To exit quarantine, or to be cleared from exposure monitoring, the employee must:
 - a. Obtain a negative COVID-19 molecular diagnostic test not sooner than 5 days after the last exposure to the person with COVID-19 infection because 5-6 days

is the median incubation period. The COVID-19 diagnostic test must be either a COVID-19 PCR molecular test or a COVID-19 rapid molecular test.

- b. Be asymptomatic for the full 10 days of required quarantine or exposure monitoring and email a scanned PDF copy of the completed symptom monitoring log to Health_Services@nymc.edu at the end of day 10. Employees are to continue to monitor symptoms on days 11-14 post exposure but submit the log to Health Services at the end of day 10.
 - c. Submit the negative COVID-19 molecular diagnostic test result to NYMC Health Services for review. If an employee cannot obtain a molecular diagnostic test, non vaccinated employees will continue to quarantine for the full 10-day post-exposure period.
 - d. Health Services will review the submissions and issue a Clearance From Quarantine /Monitoring letter to the employee and their supervisor.
4. If at any point during the 14 day period (10 day quarantine plus days 11-14 post-exposure symptom monitoring) an employee develops symptoms consistent with COVID-19 infection, the person must immediately isolate at home, notify their physician and Health Services.
 5. Close contacts of cases of COVID-19 infection may be contacted by NYSDOH contact tracers who will also request results of temperature and symptom monitoring.

D. Quarantine Procedures:

1. **Quarantine Generally:** Quarantine is for 10 days but all persons must self-monitor temperature and symptoms twice daily, or at least every 12 hours during a shift for 14 days post-exposure. The symptom monitoring log will be provided by Health Services and must be returned to Health Services at the end of day 10. In addition, a negative COVID-19 molecular diagnostic test not sooner than 5 days after the last exposure will be required to exit quarantine after day 10. One may exit quarantine for performance of this test.
2. The procedures for quarantine are at the Westchester County Department of Health website, under corona virus, quarantine, isolation protocols.
<https://health.westchestergov.com/images/stories/PDF/quarantineprotocol122020.pdf>
3. The New York State Department of Health (NYSDOH) requirements to safely quarantine include:
 - a) The individual must not be in public or otherwise leave the quarters that they have identified as suitable for their quarantine.
 - b) 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. Students living in the same apartment constitute a family group.

- c) 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.
- d) Food must be delivered to the individual's quarters.
- e) All individuals in a living unit must wear a face mask if they become symptomatic.
- f) Garbage must be bagged and left outside for routine pick up. Special handling is not required.
- g) A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined individual in their separate quarters.
- h) Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance.
- i) The quarters must be secure against unauthorized access.

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

1. Symptoms may appear 2 to 14 days after exposure to the SARS-CoV-2 virus and include 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.
2. If you develop symptoms of COVID-19 infection or receive positive COVID-19 test results, immediately notify your physician and inform NYMC Health Services. (Health_Services@nymc.edu) so that appropriate contact tracing at the NYMC/TCDM campus can occur.
3. 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/isolationprotocol122020.pdf>
4. College employees who share living quarters with any individuals with positive test results or COVID-19 symptoms must begin quarantine procedures and may not come to campus without authorization of NYMC Health Services.

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](#)

VII. POLICY MANAGEMENT:

Responsible Executive: Chief Legal Counsel
 Responsible Office: NYMC Health Services