

**SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY/  
UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE**

**Subject:**

**Travel Advisory and Quarantine  
Restrictions for Persons Traveling  
Outside of New York State –  
Executive Order 205, 205.1 and  
205.2 Including International Travel**

**Prepared by:** Office of General Counsel  
Office of the Senior Vice  
President/Chief Administrative  
Officer  
Office of Academic and Student  
Affairs  
Office of Employee and Labor  
Relations  
Departments of Epidemiology and  
Infection Control  
Student and Employee Health  
Services

**Approved by:**

**Dr. Wayne J. Riley**, M.D., MPH, MBA, MACP  
President, SUNY Downstate Health Sciences  
University

**Dr. David Berger**, M.C., MHCM, FACS  
Chief Executive Officer, University Hospital of  
Brooklyn

**Committee Approval:**

Executive Performance Improvement Council (EPIC)  
Medical Executive Committee (MEC)  
Governing Body

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**Issued by: Dr. Wayne J. Riley, M.D., MPH,  
MBA, MACP**

## **I. PURPOSE**

The purpose of this policy is to ensure compliance with New York State Executive Orders 205, 205.1 and 205.2 (“Executive Orders”) requiring quarantine restrictions imposed on persons entering New York State from states except travel from the contiguous states (New Jersey, Connecticut, Pennsylvania, Vermont and Massachusetts) and for international travel.

**This policy addresses general travel restrictions under current New York State Executive Order. There may be additional COVID-19 testing and other requirements imposed by subsequent Executive Order(s), SUNY Downstate and/or SUNY System Administration – particularly with respect to departure from campus before and after breaks in the academic calendar. As a result, it is imperative that you consult the “SUNY Downstate Back to the New Normal” webpage at <https://www.downstate.edu/health-alerts/back-to-work/index.html> for more information on these rules and restrictions.**

## **II. APPLICABILITY**

The policy as outlined applies to all persons entering and/or inside our facility, including but not limited to:

- Employees
- Faculty
- Students
- Residents/Trainees
- Vendors
- Contractors
- Visitors

## **III. DEFINITION(S)**

Definition of ‘Contiguous States’ under Executive Order 205.2:

1. New Jersey
2. Connecticut
3. Pennsylvania
4. Massachusetts
5. Vermont

Definition of ‘Essential Worker’ under the Executive Order:

1. Any individual employed by an entity included on the Empire State Development (ESD) Essential Business list; or
2. Any individual who meets the COVID-19 testing criteria, pursuant to their status as either an individual who is employed as a health care worker, first responder, or in any position within a nursing home, long-term care facility, or other congregate care setting, or an individual who is employed as an essential employee who directly interacts with the public while working, pursuant to DOH Protocol for COVID-19 Testing, issued May 31, 2020; or
3. Any other worker deemed such by the Commissioner of Health.

#### **IV. POLICY/ PROCEDURES/GUIDELINES**

Pursuant to:

- Governor Andrew Cuomo, on March 7, 2020, declared a State of Emergency in New York due to the spread of the Coronavirus (COVID-19); and
- New York State Executive Order 205, effective June 25, 2020, outlining the quarantine restrictions imposed on persons entering New York States from certain “Restricted States”;
- New York State Executive Order 205.1 effective September 28, 2020, outlining the quarantine restrictions for persons travelling from countries designated as Level 2 or Level 3 by the Center for Disease Control (“CDC”);
- New York State Executive Order 205.2 effective October 31, 2020 modifying Executive Order 205 to remove the Restrictive States criteria to a testing based program;
- New York State Department of Health Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel (updated November 3, 2020 from the earlier October 8, 2020 guidance)

Beginning November 4, 2020, all persons arriving from outside of New York, including internationally, (except contiguous states) is required to quarantine for a period of fourteen (14) days **unless:**

1. Travel in excess of twenty-four (24) hours:

- a. Travelers outside of New York for more than twenty-four (24) hours must undergo a COVID-19 test within three (3) days or seventy-two (72) hours prior to their arrival to New York, AND
- b. Upon arrival in New York, travelers must quarantine according to the local Department of Health Guidelines for a minimum of three (3) days from the date of arrival. On day four (4) you must obtain a COVID-19 test in order to exit quarantine.
- c. If both COVID-19 tests are negative you will be able to exit quarantine
- d. If any of the tests has a positive finding for COVID-19, you must remain in quarantine for the remainder of the fourteen (14) day period and follow the guidance of the local health departments and/or the Student and Employee Health Services (“SEHS”)
- e. SUNY Downstate strongly recommends that all travelers quarantine for a total of seven (7) days prior to returning to SEHS for testing.
- f. Students returning from travel (including international travel) **must** quarantine a minimum of seven (7) total days. The seven (7) day calculation will include days spent quarantining prior to departure. However, you must quarantine for a minimum of three (3) days in New York.

## 2. Travel less than twenty-four (24) hours:

- a. Travelers who travel from New York for less than 24 hours, do not need a diagnostic test before leaving the non-contiguous states. In addition, you will not be required to quarantine upon your return but you must obtain a diagnostic test on the fourth (4<sup>th</sup>) day upon your arrival in New York.

All persons, including residents of New York State, must comply with the provisions of the Executive Orders, which applies to all points of entry including travel via cars, buses and/or trains. The requirements to quarantine under the Executive Order 205.2 does not apply to Essential Workers, as defined above. The Essential Worker protocols are defined below.

**ALL PERSONS** returning from travel outside the non-contiguous states as outlined above are required to complete the online New York State Traveler Health Form described below: <https://coronavirus.health.ny.gov/covid-19-travel-advisory#traveler-health-form>

If you are an Essential Worker, the procedure for quarantine upon your return will depend on the period of time you have traveled outside of New York State. The complete outline of time periods and proper quarantine protocols are outlined in

the November 3, 2020 update to the Interim Guidance for Quarantine Restrictions issued by the New York State Department of Health:

[https://coronavirus.health.ny.gov/system/files/documents/2020/11/interim\\_guidance\\_travel\\_advisory.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/11/interim_guidance_travel_advisory.pdf)

Prior to returning to work, Essential Workers must comply with the guidance issued on July 3, 2020 for health care workers returning to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19. The guidance is attached here:

[https://coronavirus.health.ny.gov/system/files/documents/2020/07/health\\_advisory\\_rtn\\_to\\_work\\_7-03.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/07/health_advisory_rtn_to_work_7-03.pdf)

## **V. RESPONSIBILITIES**

Pursuant to Executive Order 205, any person who leaves the airport after arriving from a non-contiguous states without completing the 'New York State Travel Health Form' will be subject to a \$2,000 fine and may be brought to a hearing and ordered to complete mandatory quarantine. Persons who travel from any of the non-contiguous states through other means of transport, including trains and cars, are required to fill out the form online.

Pursuant to Executive Orders 205.1 and 205.2 anyone who violates a quarantine order may be subject to a civil penalty of up to \$10,000 or imprisonment up to fifteen (15) days as per Public Health Law 229.

All employees, faculty members, students, residents, fellows, contractors, vendors, etc. at SUNY Downstate are required to comply with the provisions of each of the Executive Orders, the policy set forth herein and the procedures as set forth in Attachment "B" attached hereto.

### **Downstate Health Sciences University Quarantine Protocols:**

SUNY Downstate Health Sciences University ("SUNY Downstate") acknowledges that as an academic medical institution, certain protocols must be put in place to protect all persons entering the institution. As such, and in conjunction with the Executive Orders, SUNY Downstate has adopted the following protocols:

#### **A. Travel within the United States:**

All business travel, including international travel on behalf of SUNY Downstate, has been suspended until further notice by memorandum dated April 20, 2020 from President Wayne J. Riley. In the event that such business travel is necessary, such travel must be approved by the committee overseeing the fiscal budget of SUNY Downstate **AND** the Office of the President.

Personal travel to any of the non-contiguous states or internationally is strongly discouraged.

a. Employees, Faculty, etc.:

All employees returning from travel to any of the non-contiguous states must complete (1) the New York State Traveler Health Form as well as (2) the [SUNY Downstate Traveler Attestation Form](#) (“Downstate Travel Form”) and attest that they have travelled to one of the non-contiguous states. Once completed, the employee is required to bring a screenshot of the NYS form and a copy of the Downstate form to the Student and Employee Health Services (“SEHS”) at the time of processing or via email at [CoronaEHS@downstate.edu](mailto:CoronaEHS@downstate.edu)

i. Essential Workers:

For stays by employees in any of the non-contiguous states that has been less than thirty-six (36) hours:

- Essential Workers may return to work but should monitor their temperature and symptoms of COVID-19. Employees should wear a face covering when in public, maintain social distance, and clean and disinfect workspaces. In addition, they should avoid extended periods in public, contact with strangers and large congregate settings.

For stays by employees in any of the non-contiguous states greater than thirty-six (36) hours,

- Employees must obtain a diagnostic test for COVID-19 on day 4 of their return to New York (no prior quarantine is required) and provide proof of all test results to SEHS. In addition, employees are strongly encouraged to avoid extended periods in public, contact with strangers, large congregate settings, wear appropriate face covering, practice social distancing and clean and disinfect workspaces.
- The results of both tests will determine if and when an employee is able to return to work. Employees must comply with the instructions of SEHS upon their return to New York for eligibility to return to work.

ii. Non-Essential Workers:

Employees are required to follow the instructions as outlined in Executive Order 205.2 as outlined above. Proof of both tests must be provided to SEHS and SEHS will inform the employee

of their eligibility return to work upon receipt of the results of the COVID-19 tests.

If an employee is participating in the 'Telecommuting Agreement Pilot Program,' they will be permitted to work during the period of quarantine. If the employee is not participating in the 'Telecommuting Agreement Pilot Program,' and is unable to work remotely, they will be required to charge their accruals for all work days between the date of their return to New York State and the date of their return to campus after having been clearance by SEHS.

Employees who travel to one of the non-contiguous states or internationally will not be able to utilize any paid sick leave provision under New York State paid sick leave related to COVID-19 for any period of the quarantine. Employees will be required to charge their accruals for any period of quarantine. In the event no accruals are available for use, they will be placed on leave without pay.

All employees, regardless of whether or not they are Essential, must be cleared by SEHS prior to return to work.

b. Students:

Students will be required to comply with the new requirements under Executive Order 205.2 effective November 4, 2020. If you travel to any of the non-contiguous states must complete the [New York State Travel Health Form](#) online as well as the [SUNY Downstate Traveler Attestation Form](#) to disclose that they have travelled to one of the non-contiguous states.

The student should also take a screen shot or print a copy of the last page of the 'New York Travel Health Form' for submission to SEHS as proof of completion.

In addition to the provisions of the Executive Orders, students traveling from outside of New York (except for the five (5) contiguous states), must quarantine a minimum of seven (7) total days. The seven (7) day calculation will include days spent quarantining prior to departure. However, you must quarantine for a minimum of three (3) days in New York.

***All students must complete this requirement regardless of whether they are participating in clinical or non-clinical courses.***

Students should be screened by SEHS for compliance with the Executive Orders prior to their return to campus.

- If any of the tests is COVID-19 positive and the student is in quarantined at a specified location, (s)he must contact SEHS to advise them of the situation. At the completion of the quarantine period, the student should schedule an appointment to be tested for COVID-19 as directed by SEHS.
- If both tests are negative, the student will be allowed to return to in-person classes upon provision of proof to SEHS.

Only SEHS, **NOT** the Program, Faculty nor a member of the administration, can clear a student to return to course study. The student will not be able to attend classes until they have been cleared by SEHS. There is no guarantee that the classes that the students are taking will be available via remote learning.

c. Residents/Fellows/Interns:

Residents/Fellows will follow the Essential Worker instructions listed above.

Copies of the SUNY Downstate Travel Form should be provided to Office of Graduate Medical Education ("GME").

Only SEHS, **NOT** the GME nor a member of the administration, can clear a Resident/Fellow to return to work. Residents and Fellows will not be able to return to work until they have been cleared by SEHS.

d. Contractors / Vendors:

Contractors and Vendors are required to comply with the New York State requirement to file the required [New York State Travel Health Form](#) online as well as the [SUNY Downstate Travel Attestation Form](#) to disclose that they have travelled to one of the non-contiguous states. Copies of the forms must be provided to SEHS for follow up and tracking.

B. International Travel:

Personal international travel is strongly discouraged especially to countries restricted by the Center for Disease Control ("CDC") as having a



level 2 or level 3 travel health notice.  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>

You are also required to complete the [New York State Travel Health Form](#) and the [SUNY Downstate Travel Attestation Form](#) upon your return to New York from any country that has been designated as a Level 2 or Level 3 travel health notice country under Executive Order 205.1 issued on September 28, 2020 as referenced: <https://www.governor.ny.gov/news/no-2051-quarantine-restrictions-travelers-arriving-new-york>

The list of exempt countries as determined under the Executive Order must be reviewed prior to and upon your return to New York to ensure compliance with the Executive Order. The list of countries are available under the following link <https://coronavirus.health.ny.gov/covid-19-travel-advisory#international-travelers>

All persons must complete the forms listed above and submit copies to the SEHS for monitoring and processing. SEHS will contact the appropriate departments/school/contractor and/vendor to advise them that the person has been seen at SEHS.

All returning travel to New York from international destinations (except for essential employees who must follow the instructions as outlined in A(a)(i)) under the Executive Order 205.1 and 205.2) will be subject to a fourteen (14) day quarantine period from the date you returned to New York. You will be allowed to follow the procedures listed in (VI)(1) and (2) to shorten the quarantine period. During the quarantine period, persons (non-essential employees, faculty, students, contractors and vendors) should take the following steps to monitor COVID-19 symptoms:

1. Temperature should be taken at least twice per day and monitor for fever. (A temperature log can be useful);
2. Note any coughing or trouble breathing;
3. Do not return to campus for work or schooling unless cleared by SEHS;
4. Maintain appropriate social distancing;
5. Clean and disinfect workspaces/areas;
6. Wear appropriate face covering in public;
7. Avoid extended periods in public, contact with strangers and large congregate settings.

As the pandemic continues, there will be periodic updates to the symptoms, quarantine, and testing protocols. SEHS will work in concert with the Departments of Epidemiology and Infection Control to revise and update the SUNY Downstate protocols. The revised protocols will be available from SEHS upon written request.

## **VI. ENFORCEMENT**

To conform to the provisions of the Governor's Executive Orders, SUNY Downstate will report to the Department of Health, any persons known to the campus, who failed to complete the New York State Traveler Form or observe the appropriate quarantine period.

In addition to the above, employees of SUNY Downstate who falsify – or otherwise fail to complete the required information as described above – will be referred to the Office of Employee and Labor Relations for investigation and may be subject to administrative action up to and including the termination of your employment.

Students who fail to complete the required information may be suspended from your program depending on the nature of the violation. As stated above, there is no guarantee that classes you are enrolled in will be able to be provided via remote learning.

Contractors and Vendors violations will be handled through their respective employers.

Student violations will be handled through the Office of Student Affairs. Faculty and staff violations will be handled by the Office of Employee and Labor Relations.

Non-compliance by a visitor or non-community member will be investigated and handled by the University Police Department.

## **VII. ATTACHMENTS**

- Attachment A: NYS Executive Order 205, NYS Executive Order 205.1 and NYS Executive Order 205.2
- Attachment B: Procedures for Handling Persons Who Have Travelled

## **VIII. REFERENCES**

1. <https://www.governor.ny.gov/news/no-205-quarantine-restrictions-travelers-arriving-new-yorke>.
2. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
3. <https://www.governor.ny.gov/news/no-2052-quarantine-restrictions-travelers-arriving-new-york#:~:text=All%20travelers%20entering%20New%20York,Health%20regulations%20for%20quarantine%20unless%3A&text=The%20traveler%20may%20exit%20quarantine,the%20second%20negative%20test%20result>.
4. [https://coronavirus.health.ny.gov/system/files/documents/2020/11/interm\\_guidance\\_travel\\_advisory.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/11/interm_guidance_travel_advisory.pdf)

5. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>
6. [https://coronavirus.health.ny.gov/system/files/documents/2020/07/health\\_advisory\\_rtn\\_to\\_work\\_7-03.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/07/health_advisory_rtn_to_work_7-03.pdf)
7. <https://www.governor.ny.gov/news/governor-cuomo-signs-executive-order-reminding-international-travelers-coming-level-2-3>

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	

## **ATTACHMENT “A”**

New York State Executive Order on Travel outside of New York:

<https://www.governor.ny.gov/news/no-205-quarantine-restrictions-travelers-arriving-new-york>

<https://www.governor.ny.gov/news/no-2052-quarantine-restrictions-travelers-arriving-new-york#:~:text=All%20travelers%20entering%20New%20York,Health%20regulations%20f%20quarantine%20unless%3A&text=The%20traveler%20may%20exit%20quarantine,the%20second%20negative%20test%20result>.

New York State Executive Order on International Travel from Level 2 or Level 3 Travel Health countries:

<https://www.governor.ny.gov/news/no-2051-quarantine-restrictions-travelers-arriving-new-york>

## ATTACHMENT “B”

### Procedures for Handling Persons Who Have Traveled

1. Staff, students, faculty, visitors and vendors will be screened at campus entrances for recent travel. Screeners will ask if persons have traveled to any of the non-contiguous states or from any of the countries designated by the Center for Disease Control (“CDC”) as having a Level 2 or Level 3 travel health notice under <https://www.governor.ny.gov/news/governor-cuomo-signs-executive-order-reminding-international-travelers-coming-level-2-3>.
2. Visitors and vendors who have indicated that they have traveled will not be permitted entry into the building, unless they are deemed Essential Vendors. Essential Vendors should provide some proof of their prior clearance to be designated as Essential. Vendors who are asked to leave will also be advised that they should get tested as soon as possible and should be provided with information about available testing sites, specifically at <https://coronavirus.health.ny.gov/covid-19-testing> or at 1-888-364-3065.
3. If staff, students, and faculty have traveled to a non-contiguous states or internationally, Screeners will send them to report to Student/Employee Health Services (S/EHS) and note their name(s) on the daily “screened out” list.
4. Persons who have traveled to a non-contiguous state, or any of the Level 2 or Level 3 travel notice countries, are required to complete the New York State Traveler Health Form, which can be found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory#traveler-health-form> as well as the [SUNY Downstate Traveler Attestation Form](#). Please capture a screen shot or print out the confirmation page of the New York State Traveler Form for proof of compliance, which must be presented to the Student/Employee Health Services clinician at the time of their visit.
5. When persons who have recently traveled report to Student/Employee Health Services, the S/EHS Clinician will:
  - a. Determine if the person is deemed essential. If essential follow procedures in step 6 for restricted states protocol.
  - b. If not an essential employee, the individual will be directed to comply with the Executive Order 205.2.
  - c. If the person is a non-essential person and travelled to one of the Level 2 or Level 3 travel health notice countries, they will be required to quarantine for 14 days upon their return to New York or test-out under (A)(1) and (2) of the Travel Policy.
  - d. The individual will remain in quarantine until negative test results are received and/or S/EHS has cleared them for return to campus/work.

6. For essential workers who have travelled to the non-contiguous states and/or internationally, S/EHS will:

a. Examine for symptoms and if asymptomatic, essential worker will:

i. If the travel is less than 36 hours, the employee will be able to return to work with no testing requirements.

ii. If the travel is more than 36 hours, the employee must seek a diagnostic testing for COVID-19 on day 4 after arriving

i. If the result of the test is negative, the employee will return to work immediately. If the test is positive, the employee will be required to quarantine for 14 days and/or follow the instructions of S/EHS.

ii. In addition, the employee must:

i. Perform regular self-monitoring for temperature  $\geq 100.0^{\circ}\text{F}$

ii. Check in with S/EHS daily

iii. Wear a mask at all times for at least 14 days post-travel

iv. Practice social distancing (at least 6 feet)

v. Clean and disinfect all workspaces

vi. When not at work, be in quarantine for the full 14 days post travel

7. All non-essential persons who have traveled internationally to any of the Level 2 or 3 travel health notice countries, must quarantine for fourteen (14) days, or test out under (A)(1) and (2) under the Travel Policy and comply with the instructions given to them by the S/EHS.

8. Supervisors who are approving extended leave time may inquire whether employees are planning to travel. If employee indicates they are planning to travel:

a. Supervisor should advise the employee(s) that upon their return, they will be expected to comply with SUNY Downstate's Travel Policy.

8. If a supervisor discovers that an employee (essential and non-essential) has traveled to a non-contiguous states or internationally (Level 2 or Level 3 travel health notice countries), upon return to work, they should be sent immediately to S/EHS with a generic referral form sent to Kareema Carter, Staff Assistant Student/Employee Health Service or call the front desk: 718.270.1995/or 8381. The name of the non-compliant employee should also be submitted to Labor Relations for review and appropriate action.