

**From:** [All UAlbany Faculty and Staff](#) on behalf of [Finance and Administration-Notices](#)  
**To:** [ALLFACSTAFF-L@LISTSERV.ALBANY.EDU](mailto:ALLFACSTAFF-L@LISTSERV.ALBANY.EDU)  
**Subject:** Quarantine After Out of State Travel  
**Date:** Tuesday, July 7, 2020 3:31:43 PM  
**Importance:** High

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## OFFICE OF HUMAN RESOURCES MANAGEMENT

On June 24, 2020, Governor Cuomo issued Executive Order 205, which requires individuals to quarantine for 14 days after traveling for 24 hours or longer to states that have a positive test rate for COVID-19 of higher than 10 per 100,000 residents or higher than a 10 percent positivity rate over a seven-day rolling average.

The New York State Department of Health (DOH) maintains a list of the states for which quarantine is currently required including Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas and Utah. You should check the [DOH Travel Advisory](#) for updates before planning travel out-of-state.

As such, effective immediately, employees who work on-site, in any capacity, must notify their supervisor as part of a time-off request if they will be voluntarily traveling to a mandatory quarantine state. Supervisors may take the additional 14 day mandatory quarantine into consideration when approving time off requests.

If approved travel starts after June 25, 2020, any missed on-site work due to quarantine upon return must be charged to appropriate accruals, or taken as leave without pay. Sick leave may not be used unless the employee is ill and provides proper medical documentation. If an employee has COVID-19 related [symptoms](#), they are required to call the Medical Reporting Hotline at 518-442-1501. Employees who have a work plan that includes 100 percent remote work under the telecommuting program are expected to work during the quarantine period.

If travel to a state requiring mandatory quarantine began on, or before June 25, 2020, or a state is added to the list during the period of leave that now requires quarantine upon return, please notify Human Resources before returning to work at [timerecords@albany.edu](mailto:timerecords@albany.edu) or call the Medical Reporting Hotline at 518-442-1501 to receive further instructions. Human Resources should also be contacted regarding required business travel to a mandatory quarantine state or if an employee is deemed essential.

If you have any general questions, please contact Human Resources at 437-4700 or [timerecords@albany.edu](mailto:timerecords@albany.edu).

*Denise*

Denise L. Szelest  
Senior Director  
Office of Human Resources Management

UAB300, 1400 Washington Avenue, Albany, NY 12222  
PH: (518) 437-4700 • FAX: (518) 437-4731 • [ohrm@albany.edu](mailto:ohrm@albany.edu) • [albany.edu](http://albany.edu)