

## New Green Chimneys Policy Regarding Travel During Time Off

Effective 6.29.20

Due to our continued attempts to keep COVID away from our agency and recent travel restrictions implemented by the governor, everyone now needs to report if you are traveling when you request time off.

Please note the updated Request for Time Off, which includes questions related to travel plans. Please be sure to answer those questions whenever you request to take any time off. Directors have been instructed not to approve forms that don't include this information. Employees must inform their supervisor/department director if planning to travel to/from the states on the Regional Travel Advisory as listed below.

As of Tuesday, July 7, there are nineteen states that meet the criteria:

- |               |                    |                    |
|---------------|--------------------|--------------------|
| 1. Alabama    | 8. Iowa            | 15. Oklahoma       |
| 2. Arkansas   | 9. Idaho           | 16. South Carolina |
| 3. Arizona    | 10. Kansas         | 17. Tennessee      |
| 4. California | 11. Louisiana      | 18. Texas          |
| 5. Delaware   | 12. Mississippi    | 19. Utah           |
| 6. Florida    | 13. North Carolina |                    |
| 7. Georgia    | 14. Nevada         |                    |

This list will be updated on a regular basis as the situation develops across the country. Below are links you may access for updated travel advisories in NY, NJ, and CT:

**New York:** <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

**Connecticut:** <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>

**New Jersey:** <https://covid19.nj.gov/faqs/nj-information/general-public/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

### Policy Details

- All employees who request time off using the new form are required to answer the travel questions.
- If the employee answers 'Yes' to travel outside the New York tristate area and works in a job that can be done remotely, he/she can work from home during the quarantine period only if warranted and approved by the supervisor/department director.
- If the employee answers 'Yes' to travel outside the New York tristate area and works in a job that cannot be done remotely, he/she must be tested for COVID or submit to a 14-day quarantine before returning to work. If asymptomatic, the employee *can* work while waiting for test results. The agency will not pay people who stay home and don't work for the full quarantine period.
  - Quarantining and/or testing is only required if you travel to a state that is considered a "hot spot." NYS DOH updates the "hot spot" list weekly, so that is what we will be using to determine who might need to quarantine or get tested upon return from travel.
  - If you live with someone who travels to/from a state that is considered a "hot spot," the following applies:
    - a) The traveler should be isolating at home and that includes using their own bathroom, not using a shared kitchen space, and those in the home including the traveler are

wearing a mask when unable to maintain distance from one another (if they have to walk through a shared space to get to the bedroom, etc).

- b) The family member of the return traveler can go about their normal activities, including work.
- c) Should the return traveler become symptomatic or for some other reason be suspected as a positive case, the family members then become contacts and everything changes.
- d) Outside of what is mentioned in “c” above, it is not considered an increased risk for staff if they live with a family member that is returning from a state with a high case rate of transmission. As long as they follow the isolation protocols at home.

Thank you for your understanding and cooperation as we all continue to figure out the best way to stay safe.



## REQUEST FOR TIME OFF

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

DATE REQUEST SUBMITTED: \_\_\_\_\_

### TYPE OF TIME OFF

- HOLIDAY** - Seven days prior notice is required
- ELECTIVE** - Seven days prior notice is required
- VACATION** - Four weeks prior notice is required
- OTHER** (i.e. sick, unpaid) – *Specify:* \_\_\_\_\_

NUMBER OF DAYS REQUESTED: \_\_\_\_\_

DATES REQUESTED OFF: \_\_\_\_\_

**DUE TO COVID-19, all employees must answer the following and know that COVID testing and/or quarantine might be required upon return if traveling to a location considered high-risk by the CDC, health department or other government oversight agencies:**

During this time off, will you be traveling outside of the NY tristate area or country? \_\_\_\_\_

If yes, to where? \_\_\_\_\_

**NOTE: Vacation or sick time cannot be used before it is accrued.  
Only ONE elective day may be used in advance of the next quarter of the fiscal year.**

**\* ALL REQUESTS FOR PAID LEAVE of more than 10 consecutive work days must be submitted to the AED of HR for review and approval**

Accrual Time Availability Verified BY: \_\_\_\_\_

### REQUEST APPROVED BY:

IMMEDIATE SUPERVISOR: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT DIRECTOR: \_\_\_\_\_ Date: \_\_\_\_\_

\*AED OF HUMAN RESOURCES: \_\_\_\_\_ Date: \_\_\_\_\_