

July 10, 2020

**MEMO**

To: All Employees

From: Matt Greene

Subject: Return to Work Policy Regarding New York Incoming Travel Advisory

For Safe Flight employees who have traveled, or are living with someone who has traveled, to locations identified in the New York State COVID-19 Travel Advisory, we have implemented the following return to work procedures:

- Employees may return to work after (1) completing the required 14-day quarantine period, provided they are symptom free in accordance with CDC guidance; **OR** (2) receiving a negative COVID-19 test result. Employees should seek diagnostic testing for COVID-19 as soon as possible upon arrival (within 24 hours) to ensure they are not positive. Safe Flight will require a copy of this result prior to the employee returning to work.
- For employees living with individuals that have traveled to restricted locations, but have not traveled themselves, the employee must follow the “Shelter Requirements” as specified in the COVID-19 Travel Advisory attached. If this is not possible, the employee will be required to quarantine per the Travel Advisory or until all members of the household have tested negative for COVID-19.
- Employees returning to work from restricted areas must continue to monitor for symptoms even with a negative test and to abide by the COVID-19 Travel Advisory while not at work.

These policies do not apply to those who have only “passed through” any Restricted State(s) (i.e., spent fewer than 24 hours in the state(s)).

Should you be mandated to quarantine because of this Travel Advisory, you will need to notify Ann Marie Hoffenberg or Michele Collins, as well as your supervisor.

It is your responsibility to monitor the locations identified as Restricted States as published at <https://coronavirus.health.ny.gov/covid-19-travel-advisory> and adhere to this Executive Order.

Employees who travel to Restricted States for non-essential business reasons will be ineligible for paid sick leave under New York’s Quarantine Leave Law. These employees will be required to take PTO during their mandatory quarantine should they elect to travel to these locations.



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