

TRAVEL POLICY

Adopted July 9, 2020

The Village of Avoca takes its responsibility to protect the health and well-being of its workforce seriously. On June 24, 2020, New York State (“NYS”), via Governor Andrew Cuomo, issued executive Order 205, effective June 25, 2020, which provides, in part:

All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.

The Commissioner may issue additional protocols for essential workers, or for other extraordinary circumstances, when quarantine is not possible, provided such measures continue to safeguard the public health.

Any violation of a quarantine or isolation order issued to an individual pursuant to the Commissioner of the Department of Health’s travel advisory by a local department of health or state department of health may be enforced pursuant to article 21 of the public health law, and non-compliance may additionally deemed a violation pursuant to section 12 of the public health law subject to a civil penalty of up to \$10,000.

Based on the Executive Order and the resulting New York State Department of Health’s Interim Guidance, dated June 24, 2020, the Village of Avoca has adopted the following policy regarding employee travel, **effective emmediately:**

- 1.) Employees must report all travel plans to the following states: Alabama, Arkansas, Arizona, California, Delaware, Florida, Georgia, Idaho, Iowa, Kansas, Louisiana, Mississippi, Nevada, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Utah. This is the current list of states (as of July 9, 2020) based on the above matrix and may be updated by NYS from time to time. When updated by NYS, this policy will apply to any new locations identified in any written Executive Order(s).
- 2.) Employees entering NYS after visiting a state listed in (1) above, or as amended by NYS, from June 25, 2020, onwards are “required to quarantine for a period of 14 days”, i.e., remain away from their work locations for fourteen (14) days after returning to NYS.
- 3.) Any vacation or personal time leave requests, from this date forward, must disclose the location of travel if the employee will be traveling to or through the States identified at (1) herein, or as amended by the State.

Subject to past practice and the respective collective bargaining agreements, the leave request remains subject to the Department Head or the employing officer's approval. Employees entering NYS after visiting a state listed in (1) above, from June 25, 2020, or as amended by NYS, onwards will be charged accrued leave time while observing the fourteen (14) days quarantine. Should the employee's request for leave be granted and the employee not have adequate accruals to cover their leave request and the 14 day quarantine upon return to NYS, the portion of the employee's time not covered by accruals will be WITHOUT PAY.

- 4.) If the employee's granted leave request and the subsequent travel to a location identified in (1), above, is required for an emergency purpose and is documented, as required by the Village of Avoca, the employee will be quarantined for fourteen (14) days upon return to NYS but may work remotely due to the decision to travel to an area identified in (1), above, will be deemed involuntary under the circumstances. If remote work is not possible, the employee MAY be placed on administrative leave with pay at the discretion of the supervisor or department head.

This policy is subject to change upon receipt of further guidance from the Governor's Office, the NYS Department of Health and/or the Centers for Disease Control and Prevention (CDC).

List as of 10/20/2020

**Alabama
Alaska
Arizona
Arkansas
Colorado
Delaware
Florida
Georgia
Guam
Idaho
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Mississippi
Montana
Nebraska
Nevada
New Mexico
North Carolina
North Dakota
Ohio
Oklahoma
Puerto Rico
Rhode Island
South Carolina
South Dakota
Tennessee
Texas
Utah
Virginia
Wisconsin
West Virginia
Wyoming**

As of 11/2/2020 there is no longer a listing of states. We are now following the current guidelines for travel as set forth by the NYS Governor regarding length of quarantine and testing.