



MEMORANDUM

TO: Johnson City Central School District Staff

FROM: Mary Kay Roland, Superintendent

DATE: August 11, 2020

RE: Travel Advisory Procedures for Reporting to Work

This memo is to inform you of our procedure for Executive Order 205 which is the procedure we will follow related to the return of an employee from one of the states listed on the NYS Dept. of Health (DOH) website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

When an employee voluntarily travels to one of the states listed in the link above and stays in that state for more than 24 hours, they are required by Executive Order 205 to self-quarantine for 14 days upon return to NYS. There are exceptions for essential workers.

Since all school employees are defined as essential workers, the following steps will be taken for staff to be able to safely return to work:

- Employees will inform their supervisor that they have plans to travel to a state on the COVID-19 travel advisory list; or they will inform their supervisor they have traveled to such state upon return to NYS. The self-quarantine starts the day of return to NYS.
- The employee that traveled to such state will be encouraged to get a COVID-19 test within 24 hours after returning to NYS and share the results with their supervisor.
- If the results are negative, the employee can return to work but must continue to self-quarantine at home during non-work hours for the remainder of their 14-day time period.
- If the results are positive, the employee must follow doctor's orders, public health protocols and can only return to work once cleared by a medical professional.
- While awaiting testing and/or test results, if the employee can work from home due to the type of work they are assigned (instruction, administration, clerical), they must do so or use their own leave/vacation time.
- While awaiting testing and/or test results, if the employee cannot work from home due to the type of work they are assigned (maintenance, food service, transportation), they will be placed on paid administrative leave until they receive the results of their COVID-19 test.
- If an employee refuses to be tested, they will have to self-quarantine at home for 14 days but will have to use their accrued leave/vacation time.
- If the employee develops any COVID-19 related symptoms they must contact their doctor and follow medical advice.

Please speak to your immediate supervisor if there are any questions. This document is subject to change as per NYSDOH guidance.