



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

Memo

To: Facility Managers, Facility Directors, and Assistant Directors

From: Felicia A. B. Reid, Esq., *Acting Deputy Commissioner*
Mary Carli, *Associate Commissioner*, Human Resources

Date: July 21, 2020

Re: Out-of-State Travel Guidelines and Leave for DJJOY Essential Staff

As you are aware, Governor Cuomo's [Executive Order 205](#) put in place an advisory for anyone returning from travel to a state with a significant degree of community-wide spread of COVID-19 ('[restricted state](#)'). In relation, on 6/25/2020, OCFS Human Resources established guidelines for essential staff who have traveled in the past 14 days to a restricted state (attached).

Leave for Travel to a Restricted State

Facility administration has the discretion to disapprove or approve leave when aware that the leave is for or related to travel to a restricted state.

Facilities must email ocfs.sm.safety&health@ocfs.ny.gov when they learn that an employee is about to travel or has traveled to a restricted state. In the body of that email, indicate the employee's name, state visited, and the (expected) date of departure and (expected) date of return to New York State. A Personnel representative will be in touch to discuss next steps.

When Staff Return to Work Under Certain Criteria

If essential staff have travelled to a restricted state, they can return to work **only if all** the following conditions are met.

1. Furloughing such staff would result in staff shortages that would adversely impact operation of the facility, and all other staffing options have been exhausted.
2. Staff are asymptomatic.
3. Staff have received diagnostic testing for COVID-19 within **24 hours** of return to New York. When staff have received the results of the test, they must provide them to their supervisor, and to Personnel at ocfs.sm.safety&health@ocfs.ny.gov.
4. Staff must self-monitor twice a day (i.e., temperature, symptoms) and receive temperature monitoring and symptom checks at the beginning of each shift, and at least every 12 hours during a shift.
5. Staff must wear a face covering/mask while working, as required by the July 14, 2020 memo: *COVID-19 Safety: Face Mask/Covering Expectations and PPE for Staff*.
6. Staff allowed to return to work under these conditions must self-quarantine when not at work.
7. At any time, if staff working under these conditions develop symptoms consistent with COVID-19, they will immediately stop work, notify their supervisor, and isolate at home.
8. All staff with symptoms consistent with COVID-19 should be immediately referred for diagnostic testing for SARS-CoV-2 (the virus that causes COVID-19).

When Staff Cannot Return to Work

Staff who travel to one of the restricted states and **do not** meet all the criteria above for returning to work **cannot** use the LATS COVID Quarantine code for the required 14-day quarantine period after returning from a restricted state. They must charge their accruals.

Please contact Personnel at 518.473.7936 or ocfs.sm.safetyhealth@ocfs.ny.gov if you have any questions regarding these new guidelines.

cc: F. Mallick
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