



ANDREW M. CUOMO
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

MNHF/HS

31 JUL 2020

MEMORANDUM FOR ALL STATE EMPLOYEES, AND FEDERAL FULL TIME SUPPORT (FTS) PERSONNEL (AGR, ADOS, TECHNICIAN, T5 NG EMPLOYEES) OF THE NEW YORK NATIONAL GUARD

SUBJECT: Personal Travel Guidance Policy

1. On 24 June 2020, Governor Cuomo issued Executive Order 205, which requires individuals to quarantine for 14 days after traveling for 24 hours or longer to states considered high risk for the spread of COVID-19. The formula for determination if a state is on the travel advisory list may be found at: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. The travel advisory is applicable to all out of state travelers as well as all New York (NY) residents and state employees.
2. Per Executive Order 202.6, The Governor deemed the Division of the Military and Naval Affairs (DMNA) an "essential business". With this designation and where all COVID-19 health and safety requirements are met, DMNA may consider allowing essential employees to return to work after traveling to a state on the advisory list. Essential employees who return to work under the exemption must still quarantine for 14 days when not at work.
3. All employees must report to their supervisor if they have travel plans to a state on the advisory list. If a state is added to the list while an employee is there, the employee must notify their supervisor prior to returning to the workplace.
4. Commanders (O-6), DMNA Directors and Supervisors notified of travel by an employee to a state on the advisory list must:
 - a. State Employees: Contact State Human Resources (MNHS) Director of Deputy Director.
 - b. Federal Employees: Contact your supervisor or Commander.
 - c. State Active Duty: Commander or designee, contact MNHS Director of Deputy Director.
5. When appropriate during the required quarantine period, an employee may be authorized to telework provided all job functions can be performed. Before implementation, state employee telework plans must be reviewed by the MNHS Director or Deputy Director. Federal employee telework may be authorized at Director/O-6 Commander level.
6. Commanders (O-6) and DMNA Directors must ensure appropriate COVID-19 safety measures are in place within their installation/building before returning essential employees to the workplace. Further, risk to public health must also be considered. Commanders and Directors have the authority to continue to use all HR Flexibilities for the federal workforce to reduce exposure in the workplace.

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7. In accordance with NYS directives the following safety precautions must be adhered to when returning essential employees to the workplace under this memorandum:

a. Employees are encouraged to contact the Department of Health (DOH) hotline (888-364-3065), within 24 hours of returning to NY to be scheduled for COVID-19 diagnostic testing (All military service members must make arrangements to be tested);

b. Employees must have health screening at the worksite and, when not at work, monitor their temperature and watch for COVID-19 signs and symptoms for 14 days;

c. Employees must properly wear a face covering while at work and when interacting in public;

d. Employees must maintain social distancing (6') while continuing to wear a face mask;

e. Employees are required to disinfect workspaces daily and practice hygiene protocols (hand washing, sanitizing);

f. Facilities must ensure regular cleaning and sanitizing of common areas; and

g. Employees must quarantine 14 days when not at work.

8. Please refer to the attached "Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel" for additional information.

9. Employees experiencing illness must not report to work, must notify their supervisor and Human Resources and are advised to call their primary care provider and/or, where COVID-19 is suspected or presumed, the DOH Hotline.

10. For all state employees with planned travel to a state on NY's Travel Advisory list, please contact the MNHS Director/Deputy Director immediately at (518) 786-4830. For Federal employees, please contact the MNHF Director/Deputy Director at 518-786-4721 for any questions or concerns.

FOR THE ADJUTANT GENERAL:

MICHELLE BUONOME,
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Director, Federal HRO

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Encl.

Interim Guidance for Quarantine Restrictions on
Travelers Arriving in New York State Following Out of State Travel

Distribution:

AA, BA, BR, C, D, E, F1-F8