



**Governor's Office  
of Employee Relations**

ANDREW M. CUOMO  
Governor

MICHAEL N. VOLFORTE  
Director

**MEMORANDUM**

TO: Directors of Human Resources  
FROM: Michael N. Volforte, Director of Governor's Office of Employee Relations  
SUBJECT: Guidance on Employee Quarantine Novel Coronavirus (COVID-19)  
DATE: March 11, 2020

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Please be advised that the following policies apply to all state employees regarding mandatory or precautionary quarantine related to COVID-19:

1. Mandatory Quarantine

Individuals who have:

- been in close contact (6 ft.) with someone who is positive, or
- traveled to China, Iran, Japan, South Korea or Italy and are displaying symptoms of COVID-19 infection, are placed on a mandatory quarantine.

2. Precautionary Quarantine

Individuals who:

- have traveled to China, Iran, Japan, South Korea or Italy while COVID-19 was prevalent, but who are not displaying symptoms; or
- are known to have had a proximate exposure to a positive person but have not had direct contact with a positive person and are not displaying symptoms are placed on precautionary quarantine.

Any necessity for quarantine, whether precautionary or mandatory, is determined by the State or local Department of Health after analysis of the above criteria.

An employee who is placed in mandatory quarantine by State or local health officials will be placed on leave with pay, without charge to accruals, for all workdays within the 14-calendar day period for the quarantine, whether healthy or displaying symptoms.

For an employee placed on precautionary quarantine by State or local health officials, if such employee can perform work at home, arrangements should be made to do so. If not, such employee shall be placed on leave with pay, without charge to accruals, for all workdays within the 14-calendar day period for the quarantine, whether healthy or displaying symptoms.

This policy applies only with respect to a quarantine required due to COVID-19. This policy applies to all State employees.

Information regarding quarantine requirements can be found at [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Interim\\_Containment\\_Guidance\\_COVID-19.pdf#\\_blank](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Interim_Containment_Guidance_COVID-19.pdf#_blank).

Confirmation of quarantine status can be obtained by contacting the DOH Hotline at 1-888-364-3065.

Please be advised that the Centers for Disease Control and Prevention (CDC) has recommended that travelers avoid all nonessential travel to countries with Level 3 Health Notices and cautions against high-risk travelers from traveling to countries with Level 2 Health Notices – listed below (as of March 5, 2020).

- China
- Iran
- Italy
- South Korea
- Japan

This list is subject to change. Please refer to the Department of Health and CDC websites for updates on this list.

If travel information is not otherwise known to the agency, the agency should require employees to disclose travel to these countries within the last 14 days.

Questions should be referred to our Office at (518) 474-6988 or the Attendance and Leave Unit at the Department of Civil Service at (518) 457-2295.