Travel Restrictions and Coronavirus (COVID-19) Provisional Policy

I. Purpose

To protect our colleagues in the workplace from Coronavirus (COVID-19), Einstein is instituting travel restrictions in accordance with health guidance from the CDC (Centers for Disease Control and Prevention) and New York State Department of Health. These restrictions are in effect as of June 25, 2020, as updated, and will remain in place until further notice.

II. Scope

This Policy applies to Einstein staff, faculty, students, Montefiore employees and others traveling on behalf of Einstein, and all other travelers travelling on behalf of the College of Medicine.

III. Policy

A. International and Domestic Work-Related Travel: Einstein has instituted a ban on international work-related travel, including business/academic attendance at meetings, conferences, etc., to all countries. Additionally, Einstein has instituted a ban on all domestic work-related travel, including business/academic attendance at meetings, conferences, etc.

B. International and Domestic Personal Travel: Einstein strongly encourages employees to defer any personal travel plans. Employees who choose to travel internationally should notify OHS of their plans before they leave.

Effective January 26, 2021, the CDC announced an Order for all international travelers to the United States including U.S. citizens and permanent residents.

Prior to arrival in the United States:
All air passengers to the United States from a foreign country must get tested no more than 3 days before their flight departs and present the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight to the United States. Failure to do so will result in the air passenger being prohibited from flying to the United States.

After arrival in the United States:
International travelers must get tested 3-5 days after travel and stay home to self-quarantine for at least 7 days after travel.

- If negative, the traveler may exit self-quarantine after 7 full days from travel.
- If positive, the traveler must self-quarantine for at least 14 days from the date of testing.
• If a traveler does not get tested, and not symptomatic, they must self-quarantine for 10 full days after travel.

Anyone returning from international travel, must notify Einstein’s Occupational Health Service and Employee Relations in order to be cleared to return to work on-campus following the expiration of the applicable quarantine period. For anyone planning to travel internationally, it is recommended you visit the CDC Travel Recommendations by Destination page for more information.

C. The CDC and New York State DOH recommends that individuals avoid all domestic travel unless it is essential (e.g. to provide medical or home care to others). Accordingly, Einstein is discouraging employees to travel to any areas within the United States unless the reason for travel is essential.

New York State’s COVID-19 travel advisory requires that all individuals who traveled in another state for more than 24 hours (except Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont) must quarantine for a 10-day period from the time of their last out of state contact.

Alternatively, any traveler to New York State from out of state (except Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont), or from an international country may “test-out” of the mandatory 10-day quarantine as follows:

For travelers who were in another state for more than 24 hours or any international country:

• Traveler must obtain a COVID-19 diagnostic test 72 hours prior to arriving in New York;
• The travelers must, upon arrival in New York, quarantine for at least 3 days;
• On day 4 of their quarantine, the travelers must obtain another COVID-19 diagnostic test; and,
• If both tests come back negative, the traveler (domestic) may exit quarantine early upon receipt of the second negative diagnostic test. For international travelers, the traveler may exit quarantine early after 7 full days from travel. In all cases, test results must be submitted to Einstein’s Occupational Health Service.

For travelers who were out-of-state for less than 24 hours:

• The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
• However, the traveler must fill out the NYS traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.
• All travelers must continue to fill out the NYS traveler form upon arrival into New York State to contribute to New York State’s robust contact tracing program.

Please visit the NY State Travel Advisory page, where you can view the most current travel restriction updates. Anyone returning from out of state travel must notify Einstein’s Occupational Health Service and Employee Relations in order to be cleared to return to work on-campus.
Employees will forgo paid sick leave benefits from New York’s COVID-19 paid sick leave law if they engage in non-essential out of state travel.

Please Note: These decisions regarding travel restrictions are fluid and are subject to change as the situation evolves. While these restrictions are not perfect, they are an important representation of our commitment to controlling the impact of COVID-19 on the health and safety of all our colleagues, students, and patients across the system.

IV. Definitions

None

V. Effective Date

Effective as of: June 25, 2020
REVISED: January 26, 2021

VI. Policy Management and Responsibilities

Einstein’s Human Resources Department is the Responsible Office under this Policy. Einstein’s Associate Dean for Administration and Finance is the Responsible Executive for this Policy. Einstein’s Vice President for Human Resources is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

[Signature]

Responsible Executive

Date 1/29/21