



**THE PORT AUTHORITY OF NEW YORK & NEW JERSEY
PORT AUTHORITY TRANS-HUDSON CORPORATION**

PANYNJ Quarantine Guidelines

Updated: July 20, 2021

The agency has updated its Quarantine Guidelines to reflect the latest guidance from the Centers for Disease Control and Prevention (CDC), and the New York and New Jersey Departments of Health.

1. Close Contact Quarantine

- A. Employees must contact the COVID-19 Information Hotline (844-334-4850) immediately if they believe they have come into close contact with a COVID-19 positive or symptomatic individual.
- B. If the hotline confirms the employee was in close contact, the employee must [quarantine](#) for 10 days, **UNLESS they meet the vaccination or COVID-19 recovery criteria below.** (The 10-day quarantine period starts the day after the last day of close contact.)

Vaccination Exemption

- 1. It's been **at least 2 weeks** since the employee completed their vaccine series.
- 2. The employee has been **asymptomatic** since the close contact (or since returning from travel).
- 3. The employee has provided the Office of Medical Services (OMS) with a copy of their CDC COVID-19 Vaccination Record Card via vaccine@panynj.gov, their Vaccine Coordinator, or the agency's Vaccine Questionnaire (VSAT).

COVID-19 Recovery Exemption

- 1. The employee has previously tested positive for COVID-19 but has since recovered.
- 2. It is **within 3 months** after the date that symptoms began from the initial COVID-19 infection **or** the date of the first positive diagnostic test if they were asymptomatic.
- 3. The employee has been **asymptomatic** since the close contact (or since returning from travel).
- 4. The employee has provided OMS with documentation from their treating healthcare provider certifying their previous COVID-19 illness/recovery.

- C. The employee cannot test out of quarantine; **however**, if the COVID-19 symptomatic individual they were in close contact with tests negative, the employee can end quarantine early.
- D. Employees, exempt or not, must strictly adhere to agency COVID-19 health and safety protocols, including checking themselves daily for symptoms, using proper hygiene practices, and wearing face masks and social distancing in accordance with the agency's latest COVID-19 Workplace Guidelines – especially during the 14 days immediately following close contact.
- E. If the employee develops symptoms or tests positive, they must follow all agency COVID-19 absence protocols – this includes immediately [isolating](#); seeking a healthcare provider's assessment; contacting their Manager/Supervisor and the COVID-19 Information Hotline (844-

334-4850); and reporting their absence if they're unable to work remotely by contacting the Absence Evaluation Unit (for civilians) at 844-667-2255 or the Absence Control Unit (for PAPD) at 800-451-7425. Any medical documentation must be submitted confidentially to the Chief Medical Officer at OMS@panynj.gov, including documentation from the employee's treating healthcare provider certifying their fitness to return to the workplace.

2. New York and New Jersey Domestic Travel

- A. Employees who **live in New York or New Jersey do not need to quarantine** after returning from domestic travel (any U.S. state or territory). However, they must continue to strictly adhere to agency COVID-19 health/safety protocols, including checking themselves daily for symptoms, using proper hygiene practices, and wearing face masks and maintaining social distancing in accordance with the agency's latest COVID-19 Workplace Guidelines – especially during the 14 days immediately after returning from travel.
- B. Employees who develop symptoms or test positive must follow all agency COVID-19 absence protocols including those outlined in Section 1.E above.

3. International Travel

- A. Employees returning from international travel, regardless of their state of residence, must follow quarantine guidelines below, **except** for New York residents crossing land borders with Canada.
- B. Employees are required to contact their Manager/Supervisor and the COVID-19 Information Hotline immediately upon returning from international travel, and email OMS at OMS@panynj.gov with [proof of travel](#) within 24 hours of returning.
- C. If traveling back to the United States by air, the CDC requires travelers to have a negative test result 1 to 3 days, or documentation of COVID-19 recovery in the past 3 months, before they board a flight to the U.S.
- D. Employees must [quarantine](#) upon return from international travel **unless** they have been fully vaccinated or recovered from COVID-19 by meeting exemption criteria in Section 1.B above.
 - o Fully vaccinated employees do not need to quarantine; **however**, they must still receive a diagnostic test on days 3-5 after international travel and provide results to the COVID-19 Information Hotline and OMS.
 - o Recovered employees do not need to quarantine and do not need to receive a diagnostic test on days 3-5 after international travel **unless** they're symptomatic (in which case they must [isolate](#) and follow COVID-19 absence protocols).
- E. **Employees who must quarantine after international travel, and are required to report to the jobsite, must do the following:**
 - o Quarantine immediately, receive a diagnostic test on days 3-5 after international travel, and provide results to the COVID-19 Information Hotline and to OMS.
 - o **If negative**, the employee must complete quarantine for a full 7 days after travel, and upon clearance from OMS can return to the workplace.
 - o **If positive**, they must immediately [isolate](#) and follow COVID-19 absence protocols – they will be covered by agency COVID-19 leave policies and cannot return to the workplace until cleared by OMS after reviewing documentation provided by the treating healthcare provider that certifies their fitness to return to the workplace.
- F. **Employees who must quarantine after international travel, and are able to work remotely**, can take a diagnostic test on days 3-5 after return and if they test negative must complete

quarantine for a full 7 days after travel – they must provide negative test results to the COVID-19 Information Hotline and OMS, and receive clearance from OMS before reporting to the workplace. If they do not take a diagnostic test, they cannot report to the workplace until 10 days after returning from travel.

G. Employees who are under quarantine after international travel will be carried as follows:

- **Employees required to report to the jobsite** must tell their Manager/Supervisor and Business Manager if they want to use Paid Time Off (PTO) or be carried as no-pay. Employees will be carried as no-pay by default if they don't confirm their PTO option. Hardship cases (e.g., funeral, family emergency, college move) with proper documentation may be compensated without deductions to accruals and will be considered on an individual basis. Employees should contact their Manager/Supervisor and Business Manager who will work with the department's [HR Business Partner](#) to assess the situation.
- **Employees who are able to work remotely** have no change to their payroll status **unless** their situation changes and they cannot work remotely due to COVID-19 (e.g., illness), in which case they would be covered by agency COVID-19 leave policies.

H. All employees returning from international travel must strictly adhere to agency COVID-19 health and safety protocols, including checking themselves daily for symptoms, using proper hygiene practices and wearing face masks and social distancing in accordance with the agency's latest COVID-19 Workplace Guidelines – especially during the 14 days immediately after returning from travel. Employees should also review the [CDC website](#) for other guidance related to international travel.

4. Quarantine Vs. Isolation

“Isolation” and “Quarantine” are defined in the agency's [COVID-19 Workplace Guidelines](#) (Section 3.4). Employees must follow isolation/quarantine guidelines in their state of residence – visit the [NY](#) or [NJ](#) COVID-19 websites for more information.

5. Proof of Travel

Employees who travel internationally must provide documentation to verify their travel. Examples include an airfare ticket, rental agreement, hotel receipt, meal receipts (over at least two days), or multiple receipts on consecutive days from the same location. **Documentation should only demonstrate that the employee was in a particular location.** Dollar amounts and other personal financial information should **not** be provided.