

# COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals

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**Document:** COVID Travel Advisory and Guidelines for Employees & Contractors NYPA & Canals

Version	Date	Notes
1.1	12/17/2020	Section 1 revisions to clarify that Antigen tests are acceptable for employee testing. Added clarification language. Note, a version 1.2 will be posted before end of December with additional updates.
1.0	12/14/2020	Initial published UNIFIED version of internal and external guidelines. This interim guidance will be effective as of 12/15/2020 and shall remain in effect until the ICS determines that interim guidance is no longer necessary to conduct business.

## Contents

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<b>SECTION 1: NYPA and CANALS Employees</b> .....	1
<b>SECTION 2: Contractors supporting NYPA and CANALS projects</b> .....	4
<b>Appendix A – Negative COVID-19 Test Affirmation</b> .....	8

### Overall Guidance:

- The New York Power Authority (NYPA) & Canals organizations, their employees and all associated contractors shall, at a minimum, follow the latest New York State (NYS) and/or NYS Department of Health (DOH) law or requirements specific to COVID-19.
- These documents are in alignment with current NYS DOH guidance and will be updated as requirements change.
- NYPA/Canals reserves the right to set forth requirements above and beyond NYS DOH guidance to protect the core operation of our system(s).

## SECTION 1: NYPA and CANALS Employees

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### **INTENT:**

This document outlines the requirements necessary for NYPA and Canals employees. These requirements are in alignment with the New York State Department of Health (NYS DOH) travel guidelines and “Essential Worker” exceptions however, in some instances, exceed those guidelines as described for work conducted on or in NYPA/Canals property/facilities.

### **WHO THIS APPLIES TO:**

This provides guidance in support of NYPA’s Business Travel and Personal Travel in order to prevent the spread of COVID-19. Travel Policy “CP 2-1” will remain unchanged. For additional information, consult the [Return to the Workplace Guide](#).

This document applies to NYPA workers as follows:

## **COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals**

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- NYPA/Canals employees who are travelling out of state for personal reasons
- NYPA/Canals business in NY State or out of NY State
- Countries with a COVID travel designation by the CDC above level 1 - [CDC COVID Travel](#).

### **WHO THIS DOES NOT APPLY TO:**

- Employees traveling from contiguous states (VT, MA, CT, NJ & PA) to NY
- Countries with a COVID travel designation by the CDC of Level 0 or 1 - [CDC COVID Travel](#).

### **APPROVAL PROCESS FOR NYPA BUSINESS TRAVEL**

- a) When filling out a standard travel request; employee needs to state the purpose and description of why meeting cannot be done remotely. (e.g.: site inspection, regulatory meeting, etc.)
- b) Requests will be forwarded to an Incident Command Structure (ICS) team member and employee needs Business Head or designee Approval. Request should explain why this is considered an essential trip.
- c) All Out of State (OOS)/International travel has been suspended until further notice.
- d) Employees should NOT travel if sick or showing any symptoms, i.e., if an employee fails the NYPA Daily Self Screen.
- e) Obtain management approval when evaluating travel plans. Business air travel requires vice president approval at this time.

### **PERSONAL TRAVEL REQUIREMENTS**

**NYPA/Canals is asking all employees to voluntarily report any scheduled personal travel between New York and any non-bordering states at this time (bordering States: CT, MA, NJ, PA, VT).**

- a) Employees to self-report a week in advance of leaving.
  - **For NYPA personnel** use Powernet - Return to the Workplace – Key information & resources – Voluntary Personal Travel self-reporting. Link [here](#) to self-report
  - **For Canals personnel** click [here](#) to self-report
- b) Your supervisor and Environmental, Health & Safety (EHS) will automatically receive the notification and will track for travel from non-contiguous states two days prior to your return date.
- c) Employees unable to access the links, or did not report the travel a week in advance of leaving, should have their supervisor notify:
  - **For NYPA:** EHS (Tim Hoebbel, 914-200-9791 or Laurie Hansen, 914-705-9485), which will track the information and keep it confidential.
  - **For Canals:** EHS (John Zacher at 518-312-7126 [cell] or 518-433-6754 [office], or Kathryn Behuniak in HR at 518-449-6003), who will track the information and keep it confidential
- d) Any travel requiring quarantine will be forwarded to HR to communicate and will be advised on quarantine guidelines and dates.

## **COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals**

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- e) During quarantine related to personal travel, employees are required to utilize vacation accruals if unable to work remotely.

### **Employees Shall:**

- Quarantine after arriving back for 14 days, unless they are able to “test out.” Refer to the following link for precautionary quarantine requirements:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

In order to “test out” of quarantine:

For employees who were out-of-state for **more than** 24 hours:

- Employee must obtain a test within three days of departure, prior to arrival in New York.
- The employee must, upon arrival in New York fill out our traveler form and quarantine for three days.
- On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests comes back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- Employee gives a copy of negative test affirmation to Human Resources (refer to next section).

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

- The employee 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 employee must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.
- Employee gives a copy of negative test affirmation to their manager and Human Resources (refer to following section).

### **AFFIRMATION OF NEGATIVE COVID-19 TEST**

Employees must provide affirmation of negative COVID diagnostic test results which must include:

- NYPA recommends the PCR diagnostic test as it is the “Gold Standard” currently and consistent with the prescribed Countermeasure testing; however Antigen tests are also acceptable
- “Rapid Test” can be either PCR or typically Antigen
- Type and Date of Diagnostic Test Obtained e.g., PCR or Antigen
- Name of the Person
- Work Location
- Employees and contractors are required to share the outcome of a test result with the HR case manager and in case of contractors the PM & HR. Contractors just send us affirmation - we do not want copies of their actual test results. Employees have not been required to share their actual test results with us, but they may. These are retained confidentially under HIPAA.

## **COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals**

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### **EMPLOYEES TRAVELING ARE REQUIRED TO:**

- **For all workers not deemed essential, NYS travel guidelines must be followed.**
- Adhere to state and local guidance, as well as CDC Guidance. Avoid close contact with others, wash hands often, and utilize proper personal protective equipment (PPE).
- NYPA/Canals Travel guidance is captured in the RTW guide: <https://www.nypa.gov/-/media/nypa/documents/document-library/notices-and-agendas/2020/RTW-E.pdf>
- For latest NYS DOH Travel requirements see: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### **EXCEPTIONS**

NYPA reserves the right waive any of the NYPA Requirements (above and beyond NY state).

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## **SECTION 2: Contractors supporting NYPA and CANALS projects**

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### **INTENT:**

This document outlines the requirements necessary for contracted employees to work on New York Power Authority (NYPA) and/or Canals facilities or projects in New York State. These requirements are in alignment with and at times exceed the New York State Department of Health (NYS DOH) travel guidelines and “Essential Worker” exemptions.

### **WHO THIS APPLIES TO:**

This document applies to contractors and their workers (Contractors) who:

- Are deemed essential employees as they are performing critical functions for NYPA/Canals or work on projects that have been authorized to continue by NYPA/Canals Management, AND
- Work on NYPA/Canal Locations (maintenance facility, structure, right of way, office to include leased space) or other Locations statewide (such as Commercial Operations projects) on behalf of NYPA/Canals, AND
- Have traveled to New York from a state or territory not bordering New York State or from a foreign country designated by the CDC as Level Unknown or at a Level 2 or higher - [CDC COVID Travel](#).

### **WHO THIS DOES NOT APPLY TO:**

- Contractors traveling from contiguous states (VT, MA, CT, NJ & PA) or countries with a COVID travel designation by the CDC of Level 0 or 1 - [CDC COVID Travel](#) OR

## **COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals**

---

- Workers who have not been deemed essential or are not working on projects authorized to continue by NYPA/Canals Management. Contractors shall communicate with their NYPA/Canal Point of Contact to confirm their status.
- **For all other Contractors, NYS travel guidelines must be followed. For latest NYS DOH Travel requirements see: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.**

### **NYPA/CANAL REQUIREMENTS:**

NYPA/Canals require that all Contractors comply with the minimum expectations set forth in the NYS DOH travel guidelines including essential worker exceptions. This information is accessible on the [New York COVID-19 Travel Advisory](#) website. Contractors must complete the following per those expectations:

- The New York State [Traveler Health Form](#);
- Indicate on the [Traveler Health Form](#) that they are an essential worker (based on NYPA's determination of work).

**In addition to the NYS DOH guidelines NYPA has imposed additional requirements listed below based on the specific location of the work and/or the duration of stay on site. Note the following:**

- The NYPA/Canals Business Unit Head/Regional Manager reserve the right to control site access.
- The NYPA/Canals Business Unit Head/Regional Manager may grant a variance from these requirements in limited circumstances such as emergency work. A formal approval from facility leadership is required for this to occur.
- NYPA strongly recommends the use of "PCR" (nasal swab/RNA) COVID-19 diagnostic testing in lieu of the "15-minute Rapid" or antigen tests. If the former is not immediately available, the rapid test may be utilized to initiate work on site with the agreement that a follow up PCR test is obtained as soon as reasonably possible or generally available taking into consideration the supply demands of the local community.
- Work conducted on behalf of NYPA/Canals located at a Non-NYPA/Canals or Customer facility shall follow the NYS DOH duration-based testing protocols as well as any additional requirements set forth by the property/facility owner.
- Contractors deemed essential and working on authorized NYPA/Canals work are able to work immediately upon entering NYS however shall adhere to both the location- and duration-based requirements below.

**For all work conducted on NYPA/Canals projects regardless of location in NYS, Contractors shall:**

- Understand agreed upon Health & Safety Plan or "HASP" submitted by the Contractor
- Establish a NYPA/Canals point of contact, likely the Project Owner, Project Manager, or Facility Representative
- Provide the point of contact advance notification of intent to travel to the intended project site (ideally 72 hours advance notice);
- Provide the point of contact any planned or immediate changes in schedule or location (i.e. becoming ill and leaving promptly, shifting crews);
- Confirm all location specific COVID protocols listed below or that may exceed those requirements given unique circumstances;
- Participate in all mandatory health screening(s) and COVID testing at the location;

## COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals

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- Continually monitor their health for symptoms of COVID and immediately leave if any develop;
- Ensure tracking in location attendance and/or applicable proximity logs.

**For all work conducted on NYPA/Canals projects on or in NYPA/Canals property/facilities, Contractors shall adhere to the below additional duration-based requirements.**

**Short Term** – defined as traveling to New York State for a period of less than 12 hours. Contractors Shall:

- For instances such as an essential work passing through New York, delivering goods, awaiting flight layovers, and other short duration activities E.g., Stay in their vehicle and/or limit personal exposure by avoiding public spaces as much as possible.
- For instances where the worker is working within a NYPA/Canals facility/property and alongside personnel:
  - Obtain a COVID-19 diagnostic test within three (3) days or 72 hours of departure and prior to entering NYS;
  - Submit an affirmation (see Appendix A) to the NYPA point of contact of negative COVID-19 diagnostic test results for each worker, prior to initiating work on site.
- Monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.
- To the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings

**Medium Term** – defined as traveling to New York State for a period of less than 36 hours, requiring them to stay overnight. Contractors Shall:

- Obtain a COVID-19 diagnostic test within three (3) days or 72 hours of departure and prior to entering NYS;
- Submit an affirmation (see Appendix A) to the NYPA point of contact of negative COVID-19 diagnostic test results for each worker, prior to initiating work on site
- Monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.
- To the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings

**Long Term** – defined as traveling to New York State for a period of greater than 36 hours, requiring them to stay several days Contractors Shall:

- Obtain an initial COVID-19 diagnostic test within three (3) days or 72 hours of departure and prior to entering NYS:
  - Submit an affirmation (see Appendix A) to the NYPA point of contact of initial negative COVID-19 diagnostic test results for each worker, prior to initiating work on site
  - Seek second diagnostic testing for COVID-19 on day 4 after arriving.
- Submit an affirmation (see Appendix A) to the NYPA/Canals point of contact of second negative COVID diagnostic test results for each worker. Note that work on site may continue while awaiting second diagnostic test results.
- Monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.

## **COVID Travel Advisory and Guidelines for Employees & Contractors NYPA and Canals**

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### **EXCEPTIONS**

The NYPA/Canals Business Unit Head/Regional Manager reserves the right to waive any of the NYPA/Canals Requirements for any work.

### **REFERENCES**

Listed below that were utilized in developing this document. Compliance with this document is required for work as described in the Who This Applies To section of this document.

- Governor Cuomo's Executive Order 202.8: <https://www.governor.ny.gov/news/no-2028-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>
- Empire State Development has issued guidance on implementing the Executive Order and businesses designated as essential functions: <https://esd.ny.gov/guidance-executive-order-2026>
- CDC guidelines in order to prevent COVID-19 from spreading: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- New York State on PAUSE: <https://coronavirus.health.ny.gov/new-york-state-pause>
- OSHA Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- NY Forward: <https://forward.ny.gov/>
- Reopening New York Construction Guidelines: <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ConstructionShortGuidelines.pdf>
- NY COVID-19 Travel Advisory
  - <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

