

# OBTAINING AN ORDER

## For Mandatory or Precautionary Quarantine Under Governor Cuomo's New COVID-19 Paid Sick Leave Law



The law provides guaranteed job protection and paid leave for New York employees who are unable to work while subject to a COVID-19 precautionary or mandatory order of quarantine.

### What Employees Need to Do

To get an order of precautionary or mandatory order of quarantine or isolation due to COVID-19, you should contact your Local Health Department (LHD). You can search for your LHD on the New York State Department of Health website at [https://www.health.ny.gov/contact/contact\\_information/](https://www.health.ny.gov/contact/contact_information/). LHDs should provide written orders in a timely manner.

If your LHD is unable to *immediately* provide you with an order:

1. Submit documentation from a licensed medical provider that has treated you, attesting (as described below under "DOCUMENTATION GUIDANCE") that you qualify for the order; AND
2. Follow up with your LHD to obtain the order and submit it to your insurance carrier as soon as it is available. LHDs must provide requested orders within 30 days.

### DOCUMENTATION GUIDANCE

The documentation from your licensed medical provider must include:

- If you are subject to Mandatory Isolation, an attestation that you meet one or more of the following criteria:
  1. You have tested positive for COVID-19; OR
  2. Testing is currently unavailable to you, but you are symptomatic and have had contact with a known COVID-19 case.
- If you are subject to Mandatory Quarantine, an attestation that you meet one or more of the following criteria:
  1. You have been in close contact with someone who has tested positive for COVID-19 or is currently in mandatory isolation; OR
  2. You are symptomatic and have returned within the past 14-days from a country designated with a level 2, 3, or 4 advisory for COVID-19.
- If you are subject to a Precautionary Quarantine, an attestation that you meet one or more of the following criteria:
  1. You are asymptomatic and have returned within the past 14-days from a country designated with a level 2,3 or 4 advisory for COVID-19; OR
  2. You have been determined to have had proximate exposure with someone who has tested positive for COVID-19.

## **VERIFICATION**

Your Paid Family Leave carrier may contact you to verify the information you provide as part of your claim.

## **DENIALS OF CLAIMS**

If you do not follow the steps described above, your carrier may deny your claim for Paid Family Leave.

For more information on the new legislation, visit <https://www.ny.gov/COVIDpaysickleave>.

## **What Employers Need to Know**

If you send employees home on a precautionary quarantine, they are entitled to job protection, COVID-19 sick leave and/or paid benefits through your Paid Family Leave, and disability benefits insurance provider for the duration of their quarantine, provided they follow the process noted above.

**For additional information about COVID-19, please visit the New York State Department of Health's coronavirus website at <https://coronavirus.health.ny.gov/home>.**