

**Cortland County Personnel/Civil Service**  
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**[www.cortland-co.org/personnel](http://www.cortland-co.org/personnel)**

## **INFORMATION FROM NYS DOL WEBSITE ON OBTAINING A PRECAUTIONARY OR MANDATORY ORDER OF QUARANTINE OR ISOLATION**

### **What proof do I need to submit with my DB/PFL quarantine leave claim?**

You must submit an order from your local health department indicating you or your minor child is under a precautionary or mandatory order of quarantine or isolation.

### **Where do I get the order of quarantine or isolation?**

You should be able to obtain an order from your local health department. The orders will be available in electronic or paper format. For a list of local health departments, go to:

[https://www.health.ny.gov/contact/contact\\_information/](https://www.health.ny.gov/contact/contact_information/).

### **What if my local health department is unable to immediately provide me with an order?**

If your local health department is unable to immediately provide you with the order of quarantine or isolation, you should submit documentation from a licensed medical provider that has treated you (or your minor dependent child), attesting that you (or your child) qualify for the order to your employer's PFL insurance carrier with your quarantine leave request package. You should follow up with your local health department and submit the order from your local health department to your employer's PFL insurance carrier as soon as it is available. Local health departments must provide the requested orders within 30 days.

### **How are quarantine leave claims verified?**

PFL insurance carriers may reach out to employees to verify any information they have submitted as part of their quarantine leave claim.

### **Where can I obtain more information about orders of quarantine or isolation?**

For additional information, please visit the New York State Department of Health website at <https://coronavirus.health.ny.gov/home>.

### **What does the documentation from my licensed medical provider have to include if I am subject to an order of quarantine or isolation?**

**Mandatory Isolation:** If you are subject to mandatory isolation, the attestation must say:

1. You have tested positive for COVID-19; or
2. Testing is not currently available for you, but you have COVID-19 symptoms and have had contact with a known COVID-19 case.

**Mandatory Quarantine:** If you are subject to a mandatory quarantine, the attestation must say:

1. You have been in close contact with someone who has tested positive for COVID-19 or who is currently in mandatory isolation; or
2. You have COVID-19 symptoms and have returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19.

**Precautionary Quarantine:** If you are subject to a precautionary quarantine, the attestation must say:

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 while that person was symptomatic.

**What does the documentation from a licensed medical provider have to include if my minor dependent child is subject to an order of quarantine or isolation?**

**Mandatory Isolation:** If your child is subject to mandatory isolation, the attestation must say:

1. Your child has tested positive for COVID-19; or
2. Testing is not currently available for your child, but your child has COVID-19 symptoms and has had contact with a known COVID-19 case.

**Mandatory Quarantine:** If your child is subject to a mandatory quarantine, the attestation must say:

1. Your child has been in close contact with someone who has tested positive for COVID-19 or who is currently in mandatory isolation; or
2. Your child has COVID-19 symptoms and has returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19.

**Precautionary Quarantine:** If your child is subject to a precautionary quarantine, the attestation must say:

1. Your child is asymptomatic and has returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19; or
2. Your child has been determined to have had proximate exposure with someone who has tested positive for COVID-19 while that person was symptomatic.