

[SCHOOL] Travel Policy – Personal Travel (COVID-19)
Effective [INSERT EFFECTIVE DATE]

On July 24, 2020 Governor Baker issued COVID-19 Order No. 45, instructing travelers arriving to Massachusetts, including Massachusetts residents returning home, to self-quarantine for fourteen days or to obtain a negative COVID-19 test result before leaving quarantine from a test administered on a sample taken no longer than 72 hours before your arrival in Massachusetts (“Travel Order”). The Travel Order exempts from the quarantine and testing requirements travel from “lower risk states,” the current list of which can be found at <https://www.mass.gov/info-details/covid-19-travel-order>. In accordance with the Travel Order, [SCHOOL] (“School”) is implementing a COVID-19 Personal Travel Policy.

Personal Travel Notification Requirements

In addition to the notification requirements otherwise required by the School for [vacation/PTO], if you intend to travel outside of Massachusetts or the lower risk states, including international travel, or if you intend to travel by airplane or cruise ship, you **must** notify and seek pre-approval from Human Resources for your time off prior to undertaking any such travel. You are encouraged to contact Human Resources **as early as possible** to discuss your travel and vacation plans, to seek approval, and to discuss the necessary return-to-work considerations. Failure to notify Human Resources in advance may be grounds for discipline up to and including termination.

Precautions While Traveling

In order to protect yourself and others during your trip the School recommends that while traveling to any location you follow the following precautions:

- Clean your hands often.
- Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.
 - If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others.
 - Practice social distancing by keeping 6 feet of physical distance from others.
- Cover coughs and sneezes via the elbow method.
- Provide contact information to the School in the event of an emergency in case we need to reach you while you are traveling.
- Wear a cloth face covering during travel and while out in public/when unable to social distance even when you travel to areas of the country where measures are not required or are not being practiced/enforced.

Requirements Upon Returning and Before Reentering the School

In conformity with the Travel Order, you will be required to quarantine at home **for a minimum of fourteen days** after you return and will not be permitted to enter the School until the 15th day

after the quarantine period has ended, **unless you obtain a negative COVID-19 test,** specifically an FDA EUA-approved molecular (PCR) SARS-CoV2 test (“COVID-19 Test”), from a test administered on a sample taken no longer than 72 hours before your arrival in Massachusetts.

It is the School’s preference that you undergo testing in lieu of or in addition to quarantining and the School may require, at the School’s discretion, that you arrange to obtain a COVID-19 Test promptly after returning from travel in order to expedite your return to work. If the School does require you to obtain a COVID-19 Test and your insurance does not cover the cost of the test and if the test is not otherwise free, the School will reimburse you for the cost of the test upon submission of a receipt or other proof of payment. Refusal to take a COVID-19 Test in lieu of quarantine may be grounds for discipline up to and including termination.

In addition to your scheduled and approved [vacation time/PTO], you will also be required to use [vacation time/PTO] for the workdays that you will be out of the office for quarantine if other leave is unavailable. Human Resources will advise you whether you have been approved to take this additional time off necessary to satisfy the quarantine requirement. An approved vacation will not be extended if you knowingly plan a trip that requires extra time to quarantine upon your return. Any unapproved additional time off may result in disciplinary action, unless otherwise protected by law.

Additionally, the School may require you to provide additional information regarding your travel, complete a self-certification regarding your travel, and to certify that you are not experiencing COVID-19 symptoms. As always, if you are experiencing any symptoms of COVID-19, you should contact your health care provider immediately and inform Human Resources and, **under no circumstances should you enter the workplace if experiencing COVID-19 symptoms.**

Please be advised that the risks associated with your travel destination as well as your mode of travel (e.g., airline or cruise ship) may result in the School imposing different or additional requirements from what is stated in this Policy.

This Policy may be modified or otherwise revoked by the School at any time subject to state or CDC guidance, or as otherwise necessary to deter the spread of COVID-19.