Guidance for Employees Traveling

Before you travel for personal reasons, we encourage you to consult the CDC’s Travel notices regarding countries or places with a Level 2 or 3 alert.

Due to COVID-19, Town employees who have traveled to countries or places with a Level 2 or 3 alert are required to notify the Human Resource Director and Public Health Director in writing, including where you traveled to and the dates of travel, and will be required to stay home to monitor for symptoms for a 14-day period. You may also be asked to provide a letter or certification indicating that you have been cleared to return to work prior to your return to work after the 14 days. Upon submission of the certification, absences during the 14-day period will be excused, except that employees whose job responsibilities can be performed remotely may be required to work from home during this 14-day period.

Employees opting to travel after today, March 18, 2020, to any country with a level 2 or 3 alert will be required, upon their return, to use accrued benefit time during the 14-day period they are absent from work unless they are able and authorized to work from home. These locations are subject to change based on the latest guidance from the CDC.

Department Heads or Human Resources will be asking employees who have been absent for more than 72 hours if they have traveled and where to upon the employee’s return to work.

Employees absent beyond 14 days must comply with existing rules and policies governing attendance, leaves of absence, and use of benefit time. These procedures will remain in effect until further notice and are subject to change. If you have questions about this please contact Department personnel officers and/or directors.

For additional information, visit the CDC’s Coronavirus Disease 2019 webpage with information for travelers: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html