

EMPLOYEE TRAVEL GUIDANCE POLICY

The below policy will be in effect from 12/16/2020 and remain in place unless and until updated guidance is released by the CDC and the State of NH. This policy may be amended as this situation evolves. Employees who decide to go on vacation during this time frame will need to adhere to this policy.

Given the ever-evolving situation involving the COVID-19 pandemic, the County is taking steps to help keep you, your co-workers and your families healthy. This is always important, but especially now as we are in the midst of the holiday and winter months when employees take breaks and vacations that sometimes involve travel. Below is important information to keep in mind as you plan your travel.

1. Please frequently check the Centers for Disease Control and Prevention (CDC) website for updated important information regarding the following topics:
 - a. General Coronavirus information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - b. Travel advisories regarding the places you will visit and travel through.
 - c. Guidance for travel within the US. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
 - d. State of NH travel guidance. <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>
2. Non-essential international travel is highly discouraged.
3. Domestic travel outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island is discouraged, especially by public transportation (bus, train, plane) or to metropolitan areas.
4. When making your travel plans, please consider obtaining travel insurance, including coverage for charter flights if commercial airlines will not allow you to board because you or family members are ill.
5. Please understand that because of the rapidly evolving situation, while you are traveling, it may be possible that an outbreak occurs in the area where you are visiting. That may impact your ability to obtain medical care, you may find yourself subject to quarantine orders by that area and traveling out of that area may be challenging.
6. If you choose to travel internationally (including Canada), on a cruise, to any area out of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island for more than 24 hours, or by plane, train, or bus anywhere, you will be quarantined for 14 days upon return if you work in the **Long Term Care Facility* or the **Department of Corrections Facility*. If you work in a department that is not within the **Long Term Care Facility* or the **Department of Corrections Facility*, you will be quarantined for 10 days upon return. If you are able to work from home and your O/DD approves, you will be expected to do so for the quarantine period. As applicable, you may be eligible under certain circumstances for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act. If EPSL is not applicable, your accrued time will be utilized. Prior to reporting to your worksite, you will need to contact Human Resources.

It is important that you verify with the state you are traveling to that you will not be restricted from visiting or required to quarantine while you are there. Each state has developed their own guidelines for out-of-state visitors that you can find on their Department of Health website.

This will take effect 12/16/2020 and remain in place based on CDC and/or State recommendations.

Please understand that these are precautionary measures to help prevent you, your co-workers, and the individuals we serve from becoming infected.

** If the Long Term Care Facility or the Department of Corrections Facility is experiencing significant staff shortages due to employees being out on quarantine resulting in inability to maintain operations, the departments may have the ability to implement COVID-19 molecular testing for essential employees to end quarantine after day 7 as long as specific criteria established by the New Hampshire Division of Public Health and Services are met.*