

## EMPLOYEE TRAVEL GUIDANCE POLICY

The below policy will be in effect from 6/2/2021 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 entering the warmer 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 work in the Department of Corrections Facility, Engineering and Maintenance Department (if required to enter either the DOC or LTC Facilities), and the Long Term Care Facility and choose to travel internationally (including Canada), on a cruise, or domestically to any area outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island for more than 24 hours, or by plane, train, or bus anywhere; the quarantine requirement will be determined by vaccination status:**
  - a. Fully vaccinated (refers to a person who is post 14 days following receipt of the second dose in a two-dose series, or post 14 days following receipt of one dose of a single-dose vaccine):
    - i. Domestic travel: You do not need to quarantine but should still self-monitor for symptoms.
    - ii. International travel: You will need to receive a viral PCR test 3-5 days after travel and provide proof of the negative results prior to returning to work.
  - b. Unvaccinated (refers to a person who does not fit the definition of “fully vaccinated,” including people whose vaccination status is not known):
    - i. Domestic and international travel: You will need to be quarantined for 10 days upon return unless you receive a viral PCR test 3-5 days after travel, provide proof of the negative results, and quarantine for a full 7 days after travel.
7. **If you work in the County Attorney’s Office, Deeds, Engineering and Maintenance Department (if not required to enter either the DOC or LTC Facilities), Human Resources, or Sheriff’s Office;** domestic travel within the U.S. outside of New England no longer requires quarantine upon return to NH, although people are recommended to still follow CDC’s travel guidance, including wearing a well-fitted face mask while traveling, practicing social distancing, getting tested 3-5 days after travel (with a molecular or PCR-based test), and limiting public interactions after travel (even if not required to quarantine). If you travel internationally or travel on a cruise ship and work in one of the departments listed under number 7, you will be quarantined for 10 days upon return. The following people do NOT need to quarantine after international travel or travel on a cruise ship:

- a. Persons who are 14 days or more beyond completion of COVID-19 vaccination - this means a person must be at least 14 days beyond receipt of the second dose of either the Pfizer-BioNTech or Moderna COVID-19 vaccine, or at least 14 days beyond receipt of the single-dose Janssen (Jonson & Johnson) COVID-19 vaccine.
- b. Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they are still subject to travel quarantine).

Even persons not required to quarantine after travel, however, still need to monitor themselves for symptoms of COVID-19 daily, practice social distancing, avoid social and other group gatherings, always wear a well-fitted face mask when around other people, and practice good hand hygiene at all times.

If you are required to quarantine after travel as defined in number 6 and number 7, it is necessary for you to contact Employee Health Services to establish your timeline for returning to work based on current CDC and NH DHHS guidelines, regardless of vaccination status. If you are required to quarantine, and your O/DD approves you to work from home, you will be expected to do so for the quarantine period. If you are unable to work remotely, your accrued time will be utilized while you're on quarantine.

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 6/2/2021 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.