

## EMPLOYEE TRAVEL GUIDANCE POLICY

The below policy will be in effect from February 11, 2022 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. 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. 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.
3. 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.
4. **If you are up to date with your COVID-19 vaccinations (inclusive of recommended boosters when eligible, per CDC guidelines):**
  - a. You do not need to quarantine but should still self-monitor for COVID-19 symptoms. Isolate and get tested if you develop symptoms.
5. **If you are not up to date with your COVID-19 vaccinations (inclusive of recommended boosters when eligible, per CDC guidelines):**
  - a. You must stay home and self-quarantine for a full five (5) days after return from travel. Self-monitor for COVID-19 symptoms and get tested if you develop symptoms.
  - b. You must obtain a negative PCR test three (3) to five (5) days after return from travel.

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 5, 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. 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 destination you are traveling to that you will not be restricted from visiting or required to quarantine while you are there. Each state and country has developed their own guidelines for visitors that you can find on their Department of Health website or the CDC website.

This Policy will take effect February 11, 2022 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.