

Township of Franklin Sewerage Authority

COVID-19 Travel Policy



To ensure the health and safety of the Township's workforce, effective immediately and until further notice, all employees shall be required to notify Human Resources in writing prior to traveling to any State on New Jersey's Travel Advisory List. As of July 22, 2020, the identified states are as follows:

- Alabama, Alaska, Arizona, Arkansas, California, Delaware, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington and Wisconsin.

This list is subject to change. Employees are responsible for reviewing this list to determine whether the state they are traveling to has been added. A current list of all included states may be found at <https://covid19.nj.gov/index.html>.

If the state(s) to which the employee is currently visiting is added to New Jersey's Travel Advisory list during their visit, the employee shall immediately notify the Interim Executive Director or designee, hereinafter referred to as "Administration". Before an employee goes on vacation or goes out of State, the employee must notify Administration of where the employee is going to and returning from.

Employees traveling to or from a state on New Jersey's Travel Advisory List shall have the following options available to them upon their scheduled return to work:

1. Employees shall be prohibited from returning to the workplace for fourteen (14) calendar days and will be required to utilize sick leave while out of work. Employees who have exhausted all accumulated sick leave will be permitted to utilize vacation, personal and compensatory time, if available.
2. Employees who have traveled to a state on New Jersey's Travel Advisory List shall be tested for COVID-19 upon returning from said state to New Jersey within five (5) days after said return and the results shall be immediately transmitted to the Authority. In addition, no sooner than five (5) calendar days prior to their potential return to work from quarantine, a second (2nd) COVID-19 test will be required. Employees shall remain out of work until such time that they have received two (2) **NEGATIVE** test results, or the full quarantine period has expired, whichever is later. Employees will be required to utilize sick leave while out of work. Employees who have exhausted all accumulated sick leave will be permitted to utilize vacation, personal and compensatory time, if available.

If a positive COVID-19 test result is received, the employee must contact Administration immediately for further direction. The employee will not be permitted to report to the workplace without written medical clearance from a healthcare provider and two (2) negative COVID-19 tests and/or the expiration of the fourteen (14) calendar day quarantine, whichever is later.

Business Travel

Effective immediately, and until further notice, all business travel on behalf of the Authority outside the State of New Jersey is strictly prohibited.

Discipline

Employees who fail to disclose their travel plans to Administration and/or who fail to comply with this Policy or who provide false information or who falsify information shall be subject to disciplinary action, up to and including termination.