

**(Name of Authority)**  
**COVID-19 Travel Policy**

When vacation time is requested, Supervisors may ask if the employee will be traveling out of New Jersey. Vacation request is subject to an approval by the employees' Supervisor.

Employee(s) traveling to locations on the New Jersey's Quarantine List must quarantine for 14 days in accordance with the State's guidelines. Said employee(s) must use their own time (vacation, personal, sick or comp) for quarantining.

If an employee travels to a location that is not on New Jersey's Quarantine List and then the location is added to the list during the employees travel, the employee must follow the State's guideline for a 14 day quarantine using their own time.

When traveling, quarantining is only required when in hotspots for greater than 24 hours.

Examples that will not require quarantine:

- Stopping at a rest stop; and/or
- Leaving the hotspot in less than 24 hours.

One Strike Policy: An employee who chooses to travel and does not have enough time accrued to quarantine will be unpaid for the duration of their quarantine after their time is exhausted. Employees will be forced to use their time. If this occurs again, the employee may be subject to disciplinary action.

In the instance, an employee contracts COVID-19 or is having COVID-19 symptoms during their travel's (to a hotspot or not) or during their quarantining time after traveling, the employee may use the Families First Coronavirus Response Act (FFCRA) time. The employee will be given back their time that was used or planned to use for quarantine. If the employee exhausts or has exhausted their FFCRA time, they must use their own time to quarantine and recover.

Source: <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

Policy is subject to change.

Date: 10/20/2020