

Western Monmouth UA
Travel Policy

a. AUTHORITY

i. The State of Emergency declared by the undersigned on or about 15 March 2020 authorizes “Emergency Measures” to address any and all additional unforeseen measures that may be required as the COVID-19 crisis evolves.

b. STATE ADVISORY

i. *The State Travel Advisory reads, in part:*

Under the 14-day quarantine travel advisory. . . individuals traveling to or returning to New Jersey from states with increasing rates of COVID-19 are advised to self-quarantine for 14 days. This includes travel by train, bus, car, plane and any other method of transportation.

The 14-day quarantine travel advisory applies to travel from certain states identified as those that have a positive COVID-19 test rate higher than 10 per 100,000 residents or have a 10% or higher positivity rate over a seven-day rolling average ("impacted states.") As of Tuesday, July 7, there are currently sixteen states that meet the criteria stated above, this list will be updated regularly:

Alabama
Arkansas
Arizona
California
Delaware
Florida
Georgia
Iowa
Idaho
Kansas
Louisiana
Mississippi
North Carolina
Nevada
Oklahoma
South Carolina
Tennessee
Texas
Utah

Travelers and those residents who are returning from impacted states should self-quarantine at their home, or a hotel or other temporary lodging. Individuals should leave the place of self-quarantine only to seek medical care/treatment or to obtain food and other essential items. As one example, no one who has traveled to or from a state on the COVID-19 hotspot list should be participating in or attending an in-person or drive-in graduation ceremony.

c. EMERGENCY MEASURES

i. *Definitions*

1. **Close Contact.** A close contact is defined as a person who:
 - a. provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment **OR**
 - b. who lived with or otherwise had close prolonged contact (within 6 feet) with the person while they were infectious **OR**
 - c. had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment
2. **High Risk States.** Those of the United States that have a positive COVID-19 test rate higher than 10 per 100,000 residents or have a 10% or higher positivity rate over a seven-day rolling average ("impacted states.") The list of High Risk States shall be those so-identified at any time by the Governor of the State of New Jersey or his designee. The current list is found on the New Jersey COVID-19 Information Hub at <https://covid19.nj.gov/> and in Annex 2.
3. **Known Symptoms.** As of 20 June 2020, the Centers for Disease Control (CDC) have identified the following 11 symptoms as known indicators that a COVID-19 infection is possible:
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea

4. *Quarantine.* **Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. CDC Guidance regarding Quarantine may be found in Annex 3.
- ii. *Travel Policy Amended.* In addition to all other emergency travel restrictions adopted pursuant to policy, the following amendments shall also apply to all agency personnel.
 1. *Travel Strongly Discouraged.* All agency personnel are urgently reminded of the reason for the current state of emergency and the intent of our emergency operating plan—**to maintain the health of our staff and our families in order to protect our ability to maintain continuous and uninterrupted operations** as part of the national security critical infrastructure integral to the health, safety and welfare of the public. As such, **all personnel are strongly discouraged from travelling anywhere**—particularly in, to and/or through those states specifically identified in the travel advisory or in updates that may be issued.
- iii. *Mandatory Quarantine & Isolation.*
 1. *Travel.* Any employee travelling in, to and/or through said high-risk states **are hereby required to self-quarantine** for 14-days after returning from said travel.
 2. *Positive or Suspected Exposure.* Any employee (or any employee with close contact to a person) with a suspected or confirmed infection of COVID-19 **are hereby required to self-quarantine** for 14-days after the last known exposure or following the end of known symptoms.
 3. *Known Symptoms.* Any employee exhibiting or feeling any “known symptoms” of COVID-19 **shall:**
 - a. Notify their supervisor immediately; and
 - b. **Self-quarantine** until 3-days following the end of known symptoms; and
 - c. Seek the advice of their medical practitioner before returning to work.
- iv. *Vacation and PTO Approval Procedure Amended.* In addition to all other routine and emergency procedures in use, the following amendments shall also apply to all agency personnel.
 1. For the duration of this emergency, all requests for vacation or other paid time off of any kind that will be undertaken using on or off duty shall be submitted in writing to the requesting employee’s immediate supervisor with the following information:
 - a. Dates of requested vacation
 - b. Dates of intended interstate (out of state) travel, if any
 - c. States through which the employee intends to travel and or stay

- d. Modes of transportation to be used
2. All requests that include travel in, to, and/or through any state listed in the travel advisor in effect from the date of the request until the date the employee returns to New Jersey shall be reviewed by the Chief Executive Officer before the request is authorized. The CEO shall determine if the requested travel will require mandatory quarantine under III.C.iii, herein.
3. All previously authorized vacation, PTO or Travel Requests must be re-evaluated BY management for compliance hereto.
- v. *Rules during Quarantine.* Employees who cannot work from home or otherwise report to work during any such quarantine shall be required to utilize their own Vacation and/or PTO time during that time. In the event an employee does not have sufficient personal time for said quarantine, the federal guidelines regarding paid time off for COVID-19-related absences shall apply.
- vi. *Reporting to Work On-Site.* In an effort to maintain the safety and health of our staff, every person reporting to work on-site will have to answer a self-reporting health questionnaire. Any employee answering YES to any questions thereon **may** exhibiting or feeling “known symptoms” of COVID-19 and **shall:**
 - a. Notify their supervisor immediately; and
 - b. **Self-quarantine** until 3-days following the end of known symptoms; and
 - c. Seek the advice of their medical practitioner before returning to work.
- vii. *Self-Reporting Health Questions.* **Before reporting to work on-site, all employees shall answer, for themselves, the following health questions.**
 1. Since your last day of work, or last time reporting to the site, have you had any of these symptoms?
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
 2. Since your last day of work or visit here, have you been exposed to someone being tested for COVID-19?
 3. Since your last day of work visit here, have you been exposed to someone who has symptoms compatible with COVID-19?
 4. Are any members of your household or a close contact on quarantine for exposure to COVID-19?

5. Are you caring for someone ill?
6. Have you been in close contact with anyone who has travelled to, passed through or returned from any of the “impacted states” listed in the state travel advisory?