



COVID TRAVEL POLICY

This policy will remain in effect until all Return to Work Phases are complete and will be updated as needed.

Do not travel if you are sick, or if you have been around someone with COVID-19 symptoms in the past 14 days. Do not travel with or to see someone who is sick.

AIR TRAVEL

No international air travel is allowed.

Domestic Air Travel – allowed ONLY for absolutely essential business and only with Director approval.

- Before approval, Director must verify that the state the TM is flying to has no restrictions on visitors from the state the TM is flying from. An easy and updated daily reference site is:
[https://ballotpedia.org/Travel_restrictions_issued_by_states_in_response_to_the_coronavirus_\(COVID-19\)_pandemic,_2020#Map_of_states_that_issued_travel_restrictions](https://ballotpedia.org/Travel_restrictions_issued_by_states_in_response_to_the_coronavirus_(COVID-19)_pandemic,_2020#Map_of_states_that_issued_travel_restrictions)

TRAVEL BY AUTO

Day trip and overnight travel by auto are allowed with the following precautions:

Know Before You Go

- Check the state and local health department websites for where you are, along your route, and at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there won't be restrictions in place when you arrive. Check the CDC website listed here:
<https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>
- Check your hotel for travel restrictions, requirements and changes to check-in services. Determine the on-property PPE requirements.
- Confirm any COVID-19 related protocol with the onsite management of any office or location you will be visiting to ensure your safety and that you are prepared for any local requirements.
- Assess your health. Take your temperature and make sure you are not coughing or experiencing shortness of breath.



As You Go

- Clean your hands often. Carry hand sanitizer with you in case soap and water are unavailable.
- Remember to bring several protective face coverings as some local municipalities require both the nose and mouth to be covered in public locations. Local laws differ so be prepared with extra masks to cover your entire stay.
- When you get to your room, clean and disinfect all high touch surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, remote controls, toilet and sink faucets.
- Practice social distancing in all public places.
- Do not make lunch or dinner plans at outside restaurants with those you are visiting.
- Log your trip. Include the office or location you visited as well as the names of who you visited with during your trip. This information is essential for contact tracing requirements.

When You Return

- Assess your health. Take your temperature and make sure you are not coughing or experiencing shortness of breath. If you are experiencing any symptoms, let your Manager know and stay home until you are free from symptoms.
- If you become aware that anyone that you came into contact with during your trip has symptoms, is being tested, or has tested positive for COVID 19, contact your Manager and HR immediately and stay home for 14 days.