

Travel Policy related to COVID-19 Care Connection for Aging Services

Overview

This policy covers both business-related and personal travel of Care Connection for Aging Services staff. This policy has been developed to help minimize the transmission of COVID-19 and to ensure consistency in the application of travel restrictions and/or reporting.

We thank you for your cooperation. Your health and safety, and that of our organization and clients is our priority.

The following guidelines will apply until further notice:

Work-related Travel:

Effective immediately, we are suspending all business travel for staff for the next 60 days. This suspension will be reviewed as conditions change.

- This includes all conferences, locally, domestically or internationally.
- Any business-related costs associated with conference travel already planned will be incurred by Care Connection for Aging Services.

This does not include in district travel that is pre-approved by our supervisor.

Personal Travel:

International Travel

The CDC has issued a Level 3 Warning (Avoid Nonessential Travel—Widespread Ongoing Transmission) and strongly recommends that all travelers avoid all nonessential *international travel* at this time.

As such, Care Connection for Aging Services strongly recommends that you avoid any personal travel outside of the US during this time. Any international travel will require a 14-day self-quarantine period upon your return.

Domestic Travel

The CDC has not issued specific warnings about domestic travel at this time. They do recommend additional precautions while traveling domestically as there is ongoing transmission in most every state. The probability of transmission changes with the mode of transportation you choose. This site: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> contains good information about traveling and travel precautions – with links to other pages of interest.

Each employee is responsible for checking the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>) to see if restrictions have been added for the location you plan to travel to (and through). Remember, additional restrictions may be in place based on local, county or state governments for entry and exit of their communities.

At a minimum, each employee must:

- Notify your supervisor of your specific travel plans including airport layovers or states you plan to drive through to get to your destination. Your supervisor will work with you to determine if your travels take you through or to defined “hotspots”. Travel through or to these hotspots will require a 14-day self-quarantine upon your return.

- If you're traveling in an area that is currently not on a restricted list but is added during your travel, you must self-quarantine for 14 days before returning to work.
- While on your trip, continue to practice physical distance guidelines including:
 - o Avoid large gatherings (more than 10 people).
 - o Continue to stay 6' from others.
 - o Wear a face covering if physical distancing is difficult.
 - o Wash hands frequently with soap and water or use hand sanitizer.
 - o Avoid touching your face with hands that have not been cleaned.
 - o Clean and disinfect often.
 - o Take special precautions using public facilities, especially restrooms.
 - o Monitor your health, and those you're traveling with for symptoms. Seek medical assistance if symptoms are severe.

If your spouse is traveling to or from a location that is or may be of concern, please contact your supervisor. Depending on the situation, we may ask you to self-quarantine with your spouse for 14 days.

During a period of self-quarantine, you and your supervisor can determine if you are eligible to "work from home".

During a period of self-quarantine, you should refrain from leaving your home unless you must run an essential errand or visit a physician's office.

During a period of self-quarantine, you must monitor your health to determine if you're developing symptoms of COVID-19. This includes:

- Twice daily temperature checks for fever.
- Monitor for coughs or trouble breathing or other COVID-19 symptoms.
- If you develop symptoms, contact your health provider for advice or if the symptoms are serious call 911.

In accordance with the Families First Coronavirus Response Act (FFCRA) and to assist employees affected by the COVID-19 outbreak, the Company will provide employees with job-protected leave and pay where applicable.

We ask that all employees exercise prudent judgement when making travel plans. **These decisions regarding travel restrictions may change as the situation evolves.**

For additional questions, contact your supervisor.