

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: COVID-19 PERSONAL TRAVEL POLICY

PROCEDURE NO: HR 500.15

REPLACES: None

PAGE(S): 2

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DATE: October 2020

PURPOSE:

Travel increases your chances of getting and spreading COVID-19. If you must or chose to travel, make sure you are aware of and adhere to restrictions for your destination and place of return. Within the United States, check the **CDC's COVID-19 Cases and Data in the US** and **COVID-19 Data Tracker**.

POLICY:

Communication with your supervisor during and upon return from personal travel is critical. This policy is designed to follow CDC guidelines, which are subject to change.

Domestic or International Air or Sea Travel:

Fully vaccinated travelers are less likely to get and spread Covid-19. All travelers should follow the CDC's recommendations for traveling safely including:

- Follow CDC's recommendations for wearing masks in travel and public transportation settings.
- Follow CDS's recommendations for protecting yourself and others.
- Follow all recommendations and requirements at your destination.
- Wash your hands often or use hand sanitizer.

Upon your return the following guidelines must be followed:

All Staff:

- May return to work immediately but are expected to;
- Self-monitor for Covid-19 symptoms, isolate and get tested if you develop symptoms.
- Report if you were exposed to a person with Covid-19.

If you develop symptoms during or after travel, notify your Health Care Provider immediately and follow your department notification requirements. Do not come to work with symptoms, unless instructed to do so for testing.

** This policy is a guideline and any stricter state or federal mandated guidelines that are implemented by the Oregon Governor or U.S. President will supersede this policy.

Failure to follow this policy may result in disciplinary action up to and including termination. If you have any questions regarding this travel policy, please contact Human Resources.