

Out-of-State Travel – Prevention and Preparation

Adopted: 3/15/2020

Revised:

Reviewed: 5/27/2020

Revised:

POLICY: To promote health and wellness within our workforce, and prevent the spread of virus and disease, the following policy may be implemented during a pandemic or global disease outbreak as designated by the US Centers for Disease Control and Prevention and/or the World Health Organization. This policy is inclusive of any global pandemic outbreak.

Scope - Employees planning out-of-state travel for personal reasons – vacation or other.

Employees who travel out-of-state by any mode of travel – car, plane, train, bus or other vehicle.

PROCEDURE:

If traveling Employees are expected to plan ahead with proper notice to their supervisor regarding out-of-state travel. Employees are expected to take precautions to wash hands frequently, practice social distancing and properly sanitize high touch spaces.

An employee's ability to return to work, during a pandemic or global outbreak, will be assessed on a case-by-case basis using the following criteria per the US Center for Disease Control and

Prevention:

- Is there an active advisory for self-isolation or quarantine issued by the State of Maine?
- Based upon most current CDC map, did the employee travel to an area effected by the outbreak?
- Is the Employee a person with comorbid risk? (Per Mobius Influenza and Infectious Disease policy, employees are encouraged but not required to disclose conditions that may result in higher risk).
- Has the employee had any signs or symptoms of the current virus in the most recent 48 hours?
 - o If employee has symptoms within the 14-day period, they should contact their Care Provider for recommendations and stay home until released back to work.

Employees paid time off, should they not be able to return to work based upon answers to the questions above, will be subject to all Mobius sick leave and earned time policies.

In the case of pandemic, global outbreak or if a State of Emergency is declared by the State of **Maine**, these polices may be modified by the Mobius Board of Directors.

Travel and Meeting Protocol

Diversified Enterprises is closely monitoring developments and continuously preparing for the potential impact of the Coronavirus Disease 2019 (COVID-19) in the communities we serve.

As providers of services and supports, we all have a special role to play. Our operations and the people we support count on us to be there for them. We believe this also begins with ensuring the safety and health of our own employees.

To help minimize the risk to our employees and the patients and communities we serve during the current outbreak of COVID-19, Diversified Enterprises is updating its meeting and travel restrictions for employees. The restrictions will go into effect immediately and will remain in place, unless and until they are lifted, extended or modified.

Before you make any new travel plans, whether for business or personal reasons, you should check for updates to this policy. These restrictions will be reviewed on a continuous basis. This updated guideline is consistent with the decisions being made by many local and national organizations in order to minimize risk and potential for exposure.

Meetings

Employees are encouraged to use readily available technology, such as with TEAMS, ZOOM and other video/telephone conferencing capabilities, for future scheduled meetings. Regardless of geography, in-person meetings that have more than 5 people in attendance should be canceled and avoided. Further announcements and guidance will be made for upcoming Diversified Enterprises planned events and meetings.

Business Travel

All domestic and international business-related travel and attendance at meetings, conferences, etc., are discontinued. Only urgent domestic business travel necessary for operational or strategic priorities will be considered, with advance Executive Director approval.

Personal Travel

Diversified Enterprises cannot prohibit staff members from traveling for personal reasons, but they may require staff undergo self-isolation before returning to work if they have traveled to areas of concern for a 72 hour to 14-day period (determined by the agency). COVID-19 testing may also be required, and results provided prior to returning to work.

Please refer to the Centers for Disease Control (CDC) travel recommendations online [here](#) for up to date travel restrictions. We strongly discourage any personal plans to travel through or to restricted countries, states or cities, or restricted modes, outlined by the CDC. You should also refer to the Georgia Public Health Counties that are highly impacted and we discourage travel to these areas which can be found [here](#). If you travel to a restricted area, attend events that exceed 10 or more people or travel by a restricted mode of transportation, you **will** be subject

to a 14-day quarantine beginning the day after your last day in any of the areas / modes listed by the CDC, before you will be allowed to return to work at any Diversified Enterprises location.

Employees who have travelled to other areas may be required to self-quarantine for a minimum of 72 hours. For those who do become ill, Diversified Enterprises may ask for a doctor's clearance before the staff member is able to return to work.

Before planning travel to areas of widespread transmission in **Georgia** or anywhere out of State, you **must** disclose this to human resources (HR@De-empowers.org). Upon your return before you return to duty, you will be asked to submit a questionnaire which will help us determine the next steps we will take to get you back on the schedule.

Pandemic Vacation & Travel Policy

Policy Number: GLC1013

Effective Date: 6/2020

PURPOSE:

To promote health and wellness of GLC's employees, and to prevent the spread of virus and disease, the following policy may be implemented during a pandemic or global disease outbreak as designated by the US Centers for Disease Control and Prevention and/or the World Health Organization. This policy is inclusive of any global pandemic outbreak.

This policy applies to employees planning travel for personal reasons – vacation or other. Employees who travel by any mode of transportation – car, plane, train, bus or other vehicle.

POLICY STATEMENT:

As essential personnel supporting people with intellectual disabilities, GLC's employees have a special role to play. GLC and the people we support count on us to be there for them. GLC believes this also begins with ensuring the safety and health of our own employees.

To help minimize the risk to employees and the people and communities we serve during domestic or global pandemics, GLC is updating its policy related to employee travel during a pandemic. The restrictions will go into effect immediately and will remain in place, unless and until they are lifted, extended or modified.

- **Before an employee makes any new travel plans for personal reasons, they should check for updates to this policy.**
- **These restrictions will be reviewed on a continuous basis.** This updated guideline is consistent with the decisions being made by many local and national organizations in order to minimize risk and potential for exposure.

PROCEDURE:

GLC cannot prohibit staff members from traveling for personal reasons but may require staff to not return to onsite work for a period of up to 14 days if they have traveled to areas of concern, determined by the agency on a case-by-case basis. Specific testing (i.e. COVID-19) may also be required prior to returning to work.

- **During a pandemic, prior to travel, an employee should disclose to the Executive Director if they are planning to travel to an area of widespread transmission in Virginia or anywhere out-of-state.**

- **In the instance of unplanned travel to an area of widespread transmission in Virginia or anywhere out-of-state, an employee should disclose such travel to the Executive Director as soon as practicable and, in all cases, prior to returning to work.**
- **Unless there is a government order to quarantine upon return from travel and/or a doctor's requirement that the employee quarantine, GLCs requirement of quarantined time off due to personal travel does not qualify for the Families First Coronavirus Response Act (FFCRA).** If an employee is not permitted to return to onsite work and the period is not covered by the FFCRA or other law governing the conditions of such leave, any remaining paid time off (PTO) will automatically be used toward the time off and any remaining time after PTO is exhausted will be unpaid.
- Employees must plan ahead and give a minimum of 2 weeks' notice to their supervisor regarding requests for time off. This will ensure enough time for review. However, **requests for time off will be unable to be approved more than 2 weeks in advance due to changing pandemic conditions.**
- Employees are expected to take precautions to wash hands frequently, practice social distancing and properly sanitize high touch spaces.
- **Upon returning from time off involving travel, employees must contact Tammy MacDonald, Quality Assurance Director.** An employee's ability to return to work during a pandemic or global outbreak will be assessed on a **case-by-case basis** using the following criteria per the US Center for Disease Control and Prevention:
 - Is there an active advisory for self-isolation or quarantine issued by the State of Virginia or federal government?
 - Based upon most current CDC map or Virginia Department of Health, did the employee travel to an area heavily affected by the outbreak?
 - Did the employee maintain precautions, including but not limited to social distancing, during travel?
 - Has the employee had any signs or symptoms within the past 14 days, been exposed to anyone who has tested positive within the past 14 days, and/or been exposed to anyone who has any sign or symptoms of the current virus in the most recent 48 hours?
 - If employee has had symptoms within the 14-day period, they should contact their physician for recommendations and stay home until released back to work.

Employees should refer to the Centers for Disease Control (CDC) travel recommendations online at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for up to date travel restrictions.

Employees should also refer to the Virginia Department of Health at <https://www.vdh.virginia.gov/> for areas that are highly impacted and we discourage travel to these areas.