Travel/Quarantine Form

Today's Date:

Employee Name:

Emp. Contact Info:

Location:

Fully Vaccinated: As of (date):

Travel Details:

Departure Date:

Return Home Date: Please Note: Day one of quarantine period starts
                                     the day after the Return Home Date.

Quarantine Period:

Potential RTW Date:

Manager acknowledges and attests that:

- a copy of this form has been given to the employee
- employee has been informed of the return to work date
- employee understands the return to work date is subject to change by HR

Manager Signature:

********** Procedures for completing this form can be found on the next few pages. **********

Mather
Travel and Quarantine Procedures: Managers and Employees
Effective April 16, 2021

PURPOSE:

The Centers for Disease Control (CDC) encourages individuals to delay travel at this time. Mather recognizes that employees may need or want to travel during the COVID-19 pandemic. These procedures describe the steps managers and employees are expected to take in planning for employees' travel out of state, both domestic and international, and the requirements for returning to work in order to keep our communities safe and plan for staffing. Employees are expected to report to their manager intention to travel out of state or internationally. Travel within the state does not require this procedure.

GUIDELINES:

Quarantine Period (in days) and Test Requirements

Provided employee and travel companions are asymptomatic and had no exposure to COVID-19 positive case AND required documentation has been provided to Human Resources Representative

	Not Fully Vaccinated*	Fully Vaccinated (at least 14 days after final dose)
Domestic Travel (out of state)	**10**	**0**
International Travel (per CDC)		
• **Mandatory test required before flying back to US**	**Yes**	**Yes**
• **Get viral test 3-5 days after return from travel**	**Yes**	**Yes**
• **Self-quarantine for 7 days after travel with a negative viral test or 10 days without viral test**	**7-10**	**N/A**
• **Self-monitor for symptoms; isolate and get tested if develop symptoms**	**Yes**	**Yes**
• **Wear a mask and take other precautions during travel**	**Yes**	**Yes**

* Number of days required to quarantine

All employees engaged in international travel will need a viral COVID-19 test (not a rapid test) three to five days after returning home.

- **Vaccinated Employees** – If employee is vaccinated, and regularly tested at the community (i.e., employees who work in the Life Centre or Sonora), employee may come in to work and participate in the regular weekly testing at the community. The community test date must fall on day 3, 4, or 5 after returning from travel. Employee and travel companions must be asymptomatic and have had no exposure to a positive case.

- **Not Fully Vaccinated Employees** – If employee is not fully vaccinated, or is partially vaccinated, employee will need to make an appointment to test outside of the community. Quarantine is required for unvaccinated international travelers.

Employees should check with their health care provider to see if the post-international COVID-19 test is covered by their health insurance plan. Employees are expected to follow all CDC, state, and local requirements after travel and Mather will also follow directives from these entities. In the event of a COVID-19 outbreak in the community, travel guidelines and procedures will be reviewed and are subject to change.

PROCEDURES:

Employee Considerations before Planning Travel

1. If not vaccinated, employee considers getting fully vaccinated before travel.
2. Employee reviews CDC guidelines on travel: https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html **Should there be any difference between the guidance from CDC and these procedures, these procedures will prevail.**
3. **Note: Increasing positivity rates may result in local authorities reinstating quarantine guidelines and Mather will follow state and local travel rules.**
4. Employee requests Paid Time Off (PTO) from his/her manager via Kronos or PTO Request Form.
5. Available PTO balances must be used to cover travel and quarantine time away from work. If the employee does not have sufficient PTO balance to cover time away from work, including quarantine period, employee should complete a Leave of Absence (LOA) Request form.
6. If COVID-19 vaccinations were received outside of the community, employee provides HR Representative with documentation.

Manager Considerations before Approving PTO

1. Manager contacts HR Representative to confirm employee's vaccination status.
2. Manager completes **Mather Travel/Quarantine Form** with employee's requested travel dates, confirmation of destination (domestic or international), and employee's vaccination status. Day 1 of quarantine begins the day after the employee returns from travel.
3. Manager approves or denies request for PTO and quarantine period, taking into consideration business needs and amount of time away requested to cover travel and quarantine period.
   If employee does not have enough PTO in his/her PTO bank to cover the needed time for PTO and/or quarantine, employee must complete a Leave of Absence (LOA) request for the time not covered by PTO, subject to approval by manager, Executive Director/Possibilities Team member, HR Representative, and Orrington HR. (See HR Leave of Absence policy.)

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4. Manager submits Travel/Quarantine Form to HR Representative indicating that he/she is approving the employee's time away from work or, if not approving it, indicates the reason why.
5. HR representative reviews and approves Travel/Quarantine Form and forwards it to the HR Analyst at Orrington.

Manager Communicates Outcome to Employee

1. Manager prints copy of the Travel/Quarantine Form for the employee and informs the employee of the following:
   - His/her return-to-work date
   - Orrington HR Analyst will contact employee by email or text three days before scheduled return-to-work date, to confirm employee and everyone with whom the employee traveled are asymptomatic and have not come into contact with a positive case of COVID-19. The HR Analyst may adjust the return-to-work date based on the circumstances.

Return to Work

1. Three days before the employee's return to work date, the HR Analyst will send an email or text to the employee asking whether the employee or anyone with whom he/she traveled have symptoms of COVID-19 or were exposed to a positive case.
2. Upon response from employee, the HR Analyst will authorize and confirm return-to-work date to the employee and inform the manager and the HR Representative. If any change is needed regarding the return-to-work date, the HR Analyst will inform the employee's manager and HR Representative. The HR Analyst maintains contact with the employee until the return-to-work date is confirmed and authorized.
3. Assuming no circumstances indicate a different return-to-work date, the employee will follow the normal temperature and questionnaire COVID-19 screening protocol when reporting to work.
4. If employee engaged in international travel, the employee provides the HR Analyst a copy of results of a viral test taken three to five days after return to the US.
   - If the employee is fully vaccinated AND the employee or anyone with whom the employee traveled did not have exposure to a positive case and/or symptoms of COVID-19, the employee can return to work without a quarantine while waiting for the results of the test.
   - If the employee is not fully vaccinated, the employee will quarantine while waiting for the results of the test.
5. If an unvaccinated employee chooses not to get tested following international travel, the employee is expected to quarantine for 10 days.