

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: COVID-19 PERSONAL TRAVEL POLICY

PROCEDURE NO: HR 500.15

REPLACES: None

PAGE(S): 2

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PURPOSE:

As a precaution to ensure the health of everyone in the workplace during the COVID-19 pandemic, the Company strongly encourages all employees to evaluate and reconsider both international and domestic travel.

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. Every employee must notify their supervisor of any travel by air. The following guidelines are based on the CDC.

Domestic Air Travel (within US):

Fully vaccinated travelers are less likely to get and spread Covid-19. Fully vaccinated employees do not need to get tested or self-quarantine after travel before returning to work. Fully vaccinated travelers should still follow the CDC's recommendations for traveling safely including:

- Wear a mask over your nose and mouth
- Stay 6 feet from others and avoid crowds
- Wash your hands often or use hand sanitizer

If you are not fully vaccinated and must or chose to travel, the following steps must be followed before returning to work:

- Get tested 3-5 days after travel **AND** stay home and self-quarantine for a full 14 days after travel.

- Employees required to self-quarantine and awaiting results may use any remaining earned leave-vacation time if their job cannot be done remotely during the required quarantine period. If the employee can telework, they must do so during this additional quarantine period.

International Air Travel (outside the US):

International travel poses additional risks. If you are fully vaccinated, you should follow the CDC's recommendation for international travel. Fully vaccinated employees should get tested 3 – 5 days after travel but you do not need to self-quarantine and you may return to work immediately assuming you had a negative test no more than 3 days before arriving in the U.S.

If you are not fully vaccinated, the following steps must be followed before returning to work:

- Get tested 3 to 5 days after travel **AND** stay home and self-quarantine for a full 14 days after travel. Even if you test negative you will not be allowed to return to work until you have completed 14 full days of self-quarantine.
- If you test positive, isolate, and follow the current guidelines for a positive test result.

You may test by planning for a MV tester to meet you in the parking lot or with your own healthcare provider. If you test with an outside facility you must be able to produce a copy of the results.

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.

****Exception: If you tested positive for Covid within the prior 90 days to your travel window you do not have to test but you do need to follow quarantine guidelines.**