


CORONAVIRUS TRAVEL POLICY		
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TITLE: <i>EMPLOYEE CORONAVIRUS TRAVEL POLICY</i>		

EMPLOYEE COMMUNICATION REGARDING UPCOMING TRAVEL

The below policy will be in effect from **03.17.2020-06.30.2021**. These dates may be amended after **06.30.2021** as this situation evolves. Employees who decide to travel during the time frame of **03.17.2020-06.30.2021** will need to adhere to this policy.

Given the developing situation involving the coronavirus disease around the world, we are taking steps to help keep you, your co-workers and your families healthy. Below is information we hope you will find helpful as you plan your travel.

1. Please frequently check the Centers for Disease Control (CDC) website for updated important information regarding the following topics:

- **Travel in the United States**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

- **Cruise Ship Travel**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/returning-cruise-voyages.html>

- **International Travel**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

- **Prohibited Entry to US**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html>

- **Travel FAQ's**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

2. Follow state and local travel restrictions. For up-to-date information and travel guidance, check the [state or local health department](#) where you are, along your route, and at your planned destination.
3. When making your travel plans, please consider obtaining travel insurance, including coverage for charter flights if commercial airlines will not allow you to board because you or family members are ill.
4. Please talk with HR about obtaining any necessary information on healthcare coverage options to where you are traveling.

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5. Please understand that because of the rapidly evolving situation, while you are traveling, it may be possible that an outbreak occurs in the area where you are visiting. That may impact your ability to obtain medical care, you may find yourself subject to quarantine orders by that area, and traveling out of that area may be challenging.

6. Per State of New Hampshire guidelines, the following applies:

The two week self-quarantine has been lifted for those traveling back to New Hampshire from surrounding New England States (Maine, Vermont, Massachusetts, Connecticut, Rhode Island).

7. Due to the rising cases of COVID-19, The City of Portsmouth will be adhering to the standard 14 day quarantine after travel outside of New England. If you choose to travel outside of the New England States listed above and cannot telecommute, you will be asked to quarantine for 14 days utilizing your own leave time upon return.

This will take effect 03.17.2020 and remain so until **06.30.2021** or later date.

Please understand that these are precautionary measures to help prevent co-workers from becoming infected. We realize this is a difficult, stressful and challenging time, but we all can help stop the spread of COVID-19 by practicing social distancing and staying close to home.