

## Maine Township Employee Travel Policy During COVID-19 Pandemic

During the pandemic, Maine Township is limiting business travel to only that which is essential. Therefore, travel for professional development or training, as well as other non-essential travel is temporarily suspended. Personal travel is not prohibited, but to ensure the safest workplace possible, work restrictions may be placed on employees who travel to certain destinations or host travelers in their homes from certain locations. Employees who engage in personal travel off duty, or host travelers in their homes, must notify their immediate supervisor of the following information:

1. Their travel destination or the location from where guests in their home have traveled;
2. The mode of transportation to and from the destination;
3. The dates of their travel or hosting of travelers in their home.

On a case by case basis, Maine Township will evaluate not only the travel circumstances and destination, but also the job duties of the individual, as well as current public health alerts and guidance, to estimate whether the individual employee may pose an unacceptably high risk of exposure, and therefore, spread of the coronavirus in the workplace.

In all instances, the goal of Maine Township is to provide a safe work environment by reducing the possible spread of the coronavirus to the greatest extent possible, and to allow employees to resume their work assignments after travel or resulting from hosting travelers. The Township will make every effort to allow employees to remain at work regardless of their travel or hosting of travelers. In some instances, the Township may temporarily modify the employee's duties, if possible, to ensure social distancing and/or requiring facial covering throughout the work day, along with greater hygiene requirements. In extreme instances (i.e. travel to current "hot spots" and inability of the employee to maintain social distancing throughout the work day) the employee may be prohibited from reporting to work through the 14-day virus incubation period or may be required to provide proof of a negative COVID test prior to returning to work.

Employees who are prohibited from working because of travel or hosting travelers in their home may use any accrued benefit time for the period of their absence. If the employee tests positive for COVID-19 or is ordered by a doctor or health professional to quarantine or isolate during this period of time, the employee may be eligible for other paid benefit time under the Families First Coronavirus Response Act.