



EFFECTIVE: DECEMBER 11, 2020
Replaces Page Dated: August 2020
Until Rescinded by Governor's Order

COVID-19 TRAVEL POLICY

This policy is effective August 1, 2020 (Revised December 11, 2020) and remains in effect until rescinded. Governor Baker's executive order requires all travelers arriving to Massachusetts from out-of-state non-exempt areas, including Massachusetts residents returning home, to self-quarantine for fourteen (14) days. A copy of the order is available on the state's website.

You are exempt if you are arriving from Hawaii (as of this date). Staff arriving from all other states and internationally are subject to this policy. A list of exemptions, as they occur, is available at <https://www.mass.gov/info-details/covid-19-travel-order#massachusetts-travel-form->

All personal travel by employees to any area that is not specifically exempt from the Governor's executive order regarding travel must complete the Massachusetts Travel Form (<https://www.mass.gov/forms/massachusetts-travel-form>) and self-quarantine for fourteen (14) days or provide a negative PCR test no more than 72 hours prior to arrival at home to Massachusetts. (<https://www.mass.gov/info-details/covid-19-travel-order#quarantine-requirement-and-testing-options->)

Employees traveling to any area that is not specifically exempt from the Governor's executive order regarding travel must complete and submit the Staff Travel Notice. Employees shall request the use of vacation or personal time in accordance with the procedures set forth by the Town, including Town policies and applicable collective bargaining agreements.

Employees who are advised to self-quarantine following their trip must also discuss and outline the self-quarantine period with their Department Head prior to traveling so that the Department Head may make necessary work arrangements.



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STAFF TRAVEL NOTICE

To comply with the Town's Personal Travel Policy, all employees traveling outside of Massachusetts to destinations not exempt as of the date of the request must complete and submit this form to the Town Administrator and Department Head one week prior to traveling.

This is not a permission to travel. It is an acknowledgement of an understanding of the Governor's executive order. Town employees choosing to travel to non-exempt areas will be required to quarantine upon return. Staff should plan accordingly.

The list of exempt states and special conditions may change. Please contact the Town Administrator's office for the latest information and confirm the status of a travel destination.

Date of Submission: _____

Employee Name: _____

Department: _____

Title: _____

Contact Phone Number: _____

Supervisor's Name and Contact information: _____

Location(s) of travel: _____

Projected dates of travel: _____

EMPLOYEE SIGNATURE

DATE

TOWN ADMINISTRATOR SIGNATURE

DATE

Within 24 hours of return from travel, staff shall provide confirmation of compliance with the details of this form and terms of the executive order.