



Office of the Mayor  
City of Columbus  
Ohio

COVID-19 Travel Policy

The administration of the City of Columbus establishes the following COVID-19 Travel Policy, which applies to all employees of the City of Columbus to:

- Reduce the likelihood that all employees, visitors and volunteers will become infected by those with a contagious airborne or droplet-transmitted disease.
- Increase the City of Columbus's ability to continue its core missions and return to normal operations in a timely manner.
- Minimize the disruption and impact on employees' lives that occur with pandemics, epidemics, and other respiratory illness outbreaks.
- Require a 14-day quarantine for all individuals coming into Ohio from states reporting positive COVID-19 testing rates of 15 percent or higher.

Prior to returning to work from travel outside of Ohio to a state reporting positive COVID-19 testing rates of 15 percent or higher, Employees may not return to their work location for fourteen (14) calendar days from the date the employee returned and are recommended to self-quarantine.

Returning Employees should monitor their symptoms for 14 days and if they become ill and need to seek medical care, they should call ahead to their doctor's office and inform them of their recent travel or potential exposure.

The current list of high exposure locations, which is subject to change without prior notice, that will result in the 14-day required leave are as follows:

- Alabama
- Arizona
- Florida
- Idaho
- Kansas
- Mississippi
- South Carolina

The City will monitor and notify employees of changes to the list of high exposure locations.

Employees shall notify their immediate supervisor or Human Resource Representative of his/her intent to travel to a high exposure location. These locations are subject to change based on the positivity rates in each state.

Upon return from travel to a high exposure location, employees will not be permitted in the workplace for 14 days. Employees are recommended to self-quarantine.

The Appointing Authority shall consider whether the returning employee is able to work remotely for a partial or full duration of the self-quarantine/isolation. If an employee is able to telework, and assuming there are no symptoms or illness that would prevent them from teleworking during the quarantine period, there is no requirement to use personal leave.

If it is determined by the Appointing Authority that the returning employee is unable to perform work remotely, he/she shall self-quarantine/isolation for the required 14 days.

The hours used for the purpose of the self-quarantine/isolation following out-of-state travel to a high exposure location shall be covered by the employee's personal leave balances (including sick leave) or they will be carried in an unpaid status.

If an employee does not have sufficient leave to cover the self-quarantine period, he/she will be carried in an unpaid status. No employee shall be disciplined for being absent without leave for a COVID-19 related event.

For more information related to the COVID -19 Travel Advisory, please visit the following sites.

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/news-releases-news-you-can-use/gov-dewine-issues-statewide-mask-order-travel-warning>

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>

<https://governor.ohio.gov/wps/portal/gov/governor/media/news-and-media/covid19-update-07222020#:~:text=STATEWIDE%20TRAVEL%20WARNING,home%20or%20in%20a%20hotel>

<https://coronavirus.ohio.gov/static/faqs/COVID-19-Travel-Advisory-FAQs.pdf>