

COVID TRAVEL POLICY

Q&A: 8/4/2020

Q1. City Guidance only required 10 days for isolation. Why does the City's Travel Policy require 14-days away from work?

A. The 14-days in the policy was to be consistent with the Governor's recommendation in his order. Should that change, much like the states may change, the policy will be amended.

Q2. There are people right now in those states who are returning after August 9. Are they subject to this, or is it only people whose travel originated after August 9?

A. Yes, it applies to both. But only those whose travel originated after August 9th are required to use their own leave time for their time away from work if remote work is not available.

Q3. If someone left on a Sunday to a state that's not on the list, and when the list is updated on Wednesday, the state is now on the list while they are there, does this now apply?

A. If an employee returns from a state that was added to the list during their travel, they will not be required to use their own time. However, they should not return to the workplace and risk the safety and health of their co-workers. If remote work is not available, departments should place and track them on COVID/Admin leave. Employees who knowingly travel to a state on the Governor's Travel advisory are subject to using their own leave.

Q4. Does this only apply to final destination, or does passing through one of these states require the quarantine? What if I have a connecting flight in one of these states but my flight ends in a different state?

A. According to the Ohio Department of Health, travel to another state occurs any time a person crosses into a state via air travel, public transit, personal vehicle, or ride shares/taxis and interacts with individuals in that state. Making stops along the way for gas, food, or bathroom breaks can put you and your traveling companions in close contact with other people and surfaces. If any of these apply to the travel, the employee should not be allowed in the workplace for 14 days.

Q5. Will we require this for people who are required to travel to these states pursuant to a court order such as a custody exchange?

A. According to the Ohio Department of Health, travel to another state occurs any time a person crosses into a state via air travel, public transit, personal vehicle, or ride shares/taxis and interacts with individuals in that state. Making stops along the way for gas, food, or bathroom breaks can put you and your traveling companions in close contact

with other people and surfaces. If the employee did any of these things during their travel, they should not be allowed in the workplace for 14 days.

Q6. There are people traveling for work to those states. They can't telework and it would be difficult to run the operation for two weeks if they are quarantined.

A. Departments should only be permitted to allow mission critical travel to these impacted states. If remote work is not available, employees will be expected to be out of the workplace following this travel. If the travel was unavoidable for the mission of the City, employees will not be charged leave. Employees should be put on COVID/Admin leave and tracked appropriately.

Q7. There are people with non-refundable trips scheduled before this city order. What is the impact on these employees?

A. If an employee knowingly travels to a state on the Governor's Travel advisory, and remote work is not available, they will be required to be out of the workplace 14 days following travel from a listed state.

Q8. An employee has family who will be visiting (staying in the same household) from a state with a positivity rate of 15% or higher. Would they be expected to be out of the workplace for 14 days?

A. No. However, the employee should first discourage family from coming and staying with them if they are coming from a state with a positivity rate above 15%. If the family and friends do come from states with a positivity rate of 15% or higher and must stay in their house, they should stay separate and not use the same bathroom, sleep in the same room, no dining together and no entertainment together (watching t.v., etc.). If, in these situations remote work is possible, it is encouraged. But the requirement to not come to the workplace is if the employee travels to the location.

Q9. The policy only impacts interstate travel. Are there any restrictions on international travel? There is an employee with travel plans for Dubai.

A. Consistent with the Governor's Travel Advisory, the advisory does not address international travel. Therefore, this policy does not include restrictions on international travel.

Q10. Should we prohibit an employee's return to the workplace who recently visited high risk location that wasn't originally on the list? For example, let's say an employee visits Pennsylvania on August 3 and returns to work on August 5. Pennsylvania is then added as a high risk state on August 6. Should we send that employee home based on the information learned?

- A. No, the Policy is based on travel to a state that was on the Governor's Travel Advisor List during the employee's travel.

However if the state is added to the list prior to the return, for the safety of the workplace, they should not be permitted in the workplace. In this situation, employees will not be required to use their own time to be out of the workplace if they were unaware when they left for their travel destination that it was on the Governor's Travel Advisory list. In this situation, if the employee is unable to work remotely, they should be carried and tracked by the department on COVID/Admin Leave.

- Q11. When do the 14 days actually begin? Is it the date they leave the high risk state or the date they return to Ohio? An example given to me was an employee may leave a high risk state two days before they actually return to Ohio if they are traveling via car on a road trip.**

- A. The 14 days begin when they leave the impacted State.