

Town of Ashland
Travel Policy
During the Coronavirus Emergency 2020 *(rev 7/27/2020)*

I. Purpose

Pursuant to Governor Baker's Travel Order, which became effective on March 27, 2020 as a result of the public health emergency related to COVID-19, all travelers arriving to Massachusetts from out-of-state must self-quarantine for fourteen (14) days unless they qualify for an exemption under the Travel Order. In accordance with this order, the Town is implementing this policy to enforce the requirements of the Travel Order and designate the procedures that employees must follow.

Due to the evolving nature of the COVID-19 pandemic, the Town reserves the right to amend this policy as necessary.

II. Duration of Policy

This policy is effective immediately and will end upon the Governor's complete rescission of travel restrictions pursuant to the Travel Order.

III. Applicability

This policy applies to all Town employees.

IV. Procedure

A. Quarantine Policy: Employees who are returning to Massachusetts after out of state travel must quarantine for a period of fourteen (14) days unless they meet one or more of the following requirements:

- a. The employee is returning from a lower-risk state.
- b. The employee produces proof of negative test result for COVID-19 from a test administered on a sample taken not longer than 72 hours before his or her arrival in Massachusetts. Employees who are awaiting COVID-19 test results must quarantine until they receive a negative test result and provide a copy to their Department Head.
- c. The employee meets one of the Commonwealth's exemption criteria, including critical infrastructure employees travelling for work purposes.

B. Massachusetts Travel Form: All employees returning from out of state travel must complete the Massachusetts Travel Form, as required by the Commonwealth: <https://www.mass.gov/forms/massachusetts-travel-form>

- C. Prior Approvals Required: While this policy is in effect, employees who plan to travel out of state to a non-exempt area are requested to inform their Department Head prior to travelling. Employees are expected to request their vacation time in accordance with the procedures set forth by the Town, including Town policies and applicable collective bargaining agreements.

Employees who are required to self-quarantine following their vacation should also discuss the self-quarantine period with their Department Head prior to taking vacation so that the Department Head may make necessary arrangements. Employees who plan to provide a negative test upon return must also plan for a self-quarantine period while waiting to receive test results.

Employees are required to comply with the Travel Order upon return from a non-exempt area.

- D. Remote Work During Quarantine Period: In the event that the Department Head has determined that the employee can perform the essential functions of his or her position remotely, the employee will be permitted to work remotely and receive regular pay during the self-quarantine period. Employees are expected to make arrangements for necessary files, equipment and other considerations prior to taking their out-of-state vacation.

If the Department Head has determined that the employee cannot perform the essential functions of their position remotely, the employee will be required to take leave in accordance with Section D below for the period of self-quarantine.

- E. Compensation During Quarantine Period:

- a. **Voluntary Travel for Leisure Purposes:** Employees who voluntarily travel out-of-state for leisure purposes to a state subject to the Travel Order's self-quarantine requirement are not entitled to paid leave under the Families First Coronavirus Relief Act (FFCRA) during the self-quarantine period. These employees must use their accrued sick, vacation or personal leave for this period. If an employee does not have sufficient leave time to cover the 14-day self-quarantine period, the employee will not be permitted to take unpaid leave.
- b. **Travel for Non-Leisure Purposes:** Employees who travel out-of-state for non-leisure purposes to a state subject to the Travel Order's self-quarantine requirement may utilize FFCRA leave or their accrued sick, vacation or personal leave during the self-quarantine period.

We encourage you to speak to your Department Head and Human Resources in advance of upcoming travel which may fall under this policy.