

Travel During a Global Pandemic - Domestic and International

The CDC (Centers for Disease Control and Prevention) instructs all employers to consider how best to decrease the impact of COVID-19 in their workplace in the event of an outbreak in the US. The CDC provides the following objectives: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains.

As an infection protection measure and in light of the World Health Organization's characterization of COVID-19 as a global pandemic (3/11/2020), X is taking measures to reduce transmission among staff and our community. One means X views as pertinent is through travel (air, train, bus). Effective immediately, all **nonessential business travel** will be suspended until further notice. X will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

In addition to eliminating unnecessary business travel, X requires employees who choose to proceed with **nonwork-related travel** (air, train, bus) follow the below requirements:

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- Employees returning from air, train, or bus travel are required to check in with (designated person), for X's current post travel return-to-work plan. You may be directed to remain away from the workplace for 2 to 14 days to determine whether there has been COVID-19 exposure.
- Employees who become ill with virus-like symptoms during or upon return from travel will need to contact a health care provider, as well as (designated person), for direction as soon as possible.
- International Travel: Please check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. <https://wwwnc.cdc.gov/travel/notices>

Please contact (designated person), with any questions or concerns.

March 13, 2020