

COVID-19 Employee Policy Update:
Recreational Travel & Mandatory Self-Quarantine

Governor Baker has issued travel orders, effective August 1, 2020, that impact the Mandatory Safety Standards for Workplaces now in effect in Massachusetts. This policy update explains what is now required of all Hull Public Schools employees to ensure compliance with these standards. The new travel orders primarily impact use of vacation time, or weekend travel to other states.

Hull Public Schools employees who *choose* to travel out of state for any reason must be aware that they will not be permitted to return to work until she/he complies with the Governor's Order. An employee who leaves the state must, upon return to Massachusetts, fill out a "Massachusetts Travel Form" and quarantine for 14 days. The City is also requiring employees, after completing the 14 day self-quarantine, to submit a completed *Self-Certification of No Symptoms Form* to their Supervisor, with a copy to the Human Resources Office, prior to the start of their first shift upon returning to work. The Governor and the City will waive these conditions if the employee travels to a COVID-19 lower risk state or he/she can produce a negative COVID-19 test result administered no more than 72 hours prior to arriving in Massachusetts.

In order to ensure employee safety during the period when the Governor's order is in effect, the City is implementing two additional measures. First, if an employee is requesting time-off from work with the intention of travelling to states that are not lower risk states, they must disclose such travel plans to their immediate supervisor. The City has the right to deny such vacation requests based on operational need or impact of absence, given that such travel will require the employee to be out of work for an additional two weeks upon return. Employees are therefore strongly urged to reconsider out-of-state travel plans. Second, if an employee must quarantine due to out of state travel, the City may allow the employee to work remotely during the self-quarantine period. Whether an employee is permitted to work remotely will be determined by his/her Department Head and will depend on whether the essential functions of the position can be performed remotely. Employees who are not able to work remotely will be required to use their own time to quarantine for two weeks, although the City will review to determine whether the employee may be eligible for leave under the Families First Coronavirus Response Act (FFCRA). Contact the Human Resources Office for information on FFCRA leave, or any other related questions.

Employees who are displaying symptoms of COVID-19 are instructed to not report to work.

Employees are reminded that the use of masks or face covering in the work place where individuals cannot socially distance from others remains **required**.

First reading: August 27, 2020

Second reading: September 10, 2020

Adoption: September 16, 2020

Proposed reconsideration: September 2025

Hull Public Schools