



## COVID-19 Travel Policy

In accordance with California Department of Public Health's COVID Travel Advisory, the administration of the City of Avalon establishes the following COVID-19 Travel Policy, which applies to all employees.

Any employee traveling outside of the United States may not return to their work location for fourteen (14) calendar days from the date the employee returned and are recommended to self-quarantine. Employees should monitor their symptoms during the 14 day period and if they become ill, should seek medical care.

Employees shall notify their immediate supervisor or Human Resource Representative of his/her intent to travel outside of the United States. Upon return from travel, employees will not be permitted in the workplace for 14 days.

The City Manager shall approve 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 that the returning employee is unable to perform work remotely, he/she shall self-quarantine/isolate for the required 14 days.

The hours used for the purpose of the self-quarantine/isolation following out-of-country travel shall be covered by the employee's personal leave balances (including sick leave). If an employee does not have sufficient leave to cover the self-quarantine period, he/she will be placed 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

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx>