**COVID-19 Pandemic Emergency Travel Requirements Policy**

As your employer, we are responsible for providing a safe and healthy workplace. During the COVID-19 pandemic, nonessential travel is discouraged. Therefore, we are asking all team members who plan to travel to any area designated as a hot spot to inform \_\_\_\_\_\_\_\_\_\_\_\_\_ of your intended destination no later than \_\_\_\_\_\_\_\_\_\_\_\_.

Anyone traveling may be required to self-quarantine upon return. We will follow the CDC's most recent guidance which recommends self-quarantining for 14 days after a potential exposure or 10 days after a positive test and follow the following guidelines:

* Avoid close contact with others—keep a distance of at least six feet.
* Clean hands often - washing with soap and water for at least 20 seconds.
* Wear a face covering in public.
* Notify the employer immediately if you or a family member has been diagnosed with COVID-19 or begin to show symptoms.
* Please consult the CDC for more travel information.   
  https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html

Any employee who fails to truthfully notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of travel plans and/or returns to work prematurely will be subject to company disciplinary policies up to and including termination.

I understand this policy and agree to abide by the COVID-19 Pandemic Emergency Travel Requirements Policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_