

MEMORANDUM

Notice to Employees/Volunteers

To: All Employees

From: Steve Giesbrecht, Borough Manager

Date: 10/1/2020

Subject: **Travel Policy – Amended 10/1/2020**

The attached Travel Policy amendment becomes effective immediately. This policy will replace all previous travel policies enacted on behalf of the Borough.

The primary changes include:

*Essential worker return to work plan option (Out of state travel).

Petersburg Borough

Employee Covid-19 Travel Policy (Interstate)

Effective 10/1/2020

The Petersburg Borough takes the threat of COVID-19 seriously and is implementing this policy in order to protect employees and the community. This supersedes the previous employee and employee household policies dated March 18, 2020, March 24, 2020, May 22, 2020, June 22, 2020, June 26, 2020 and August 14, 2020. This policy takes effect immediately. **Violation of this policy may result in disciplinary action, up to and including termination.**

General Standards

Expected of Employees While Traveling

COVID-19 is highly contagious, and carriers may be asymptomatic or pre-symptomatic.

Petersburg Borough employees are expected to follow excellent infection control measures when traveling, that include avoiding crowded places, practicing social distancing, masking when social distancing is not possible or practical, hand hygiene, and monitoring for symptoms.

The masking-at-work requirement issued April 8, 2020, along with other work protocols established, remain in effect.

Summary

The Petersburg Borough recognizes the difficulties of living in a rural location, and that travel outside the state was a common occurrence prior to the pandemic. However, per the CDC, travel increases a person's chances of getting and spreading COVID-19. Accordingly, the Borough adopts the following rules regarding travel outside the State of Alaska by Borough employees.

To allow employees of the Borough the flexibility to travel for both essential and non-essential reasons, the following employment policies are effective immediately.

*****This policy is specific to Borough employees and volunteers and is not intended to otherwise supersede or negate the requirements of State of Alaska Health Mandate #10, applicable to interstate travelers. To the extent not inconsistent with this policy, borough employees and volunteers should comply with the requirements of SOA Health Mandate #10, Employees who intend to engage in interstate travel are strictly prohibited from refusing available testing options and electing the 14-day quarantine option. *****

Travel Reporting Process

All Employees and Volunteers

All employees and volunteers of the Borough who intend to travel outside of Alaska must communicate with their Supervisor/Department Head prior to travel (with exceptions for urgent or emergent circumstances).

Employees must get approval to telecommute or be away from work for the length of travel plus at least 7 days after their return to Petersburg

Communication by employees and volunteers with their Supervisor/Department Head may be completed using the Department's standard means for communication (example: email, text, telephone call...etc.), and must complete a status change form for the time away from work.

Employee/Volunteer Travel – Testing Protocols

Interstate Travel (Outside of Alaska)

All Employees and Volunteers – Interstate (Travel outside Alaska)

Complete pre-travel testing prior to return to Alaska if available. Otherwise, complete testing at the airport in Alaska, if available, or if not, through the COVID-19 hotline as soon as possible upon return to Petersburg. Travelers must self-quarantine until the results of the first COVID-19 test come back negative. *See self-quarantine below*

Except for Essential Workers, as set out below, after receipt of their first negative test, travelers must comply with the strict social distancing requirement and will not be able to return to their worksites until they have completed and received negative COVID-19 testing results for a second COVID-19 test to be completed 7 days after their return to Petersburg. Travelers are not permitted to wait longer than *7 days to obtain the second test. Upon receipt of negative 7-day results, the traveler may end their strict social distancing and return to work as long as they remain asymptomatic. *See strict social distancing under Key Terms below*

*Reasonable accommodations will be made if the 7th day post-travel falls on a weekend, holiday, or a day when there is not capacity for testing through the COVID-19 Hotline.

While away from the workplace (until negative results of the 2nd COVID-19 test), travelers are required to work from home if allowable, appropriate to their position, and approved by their Department Head. If the traveler is unable to work from home, then they will be required to utilize, in the following order, (1) emergency leave under the FFCRA, if such leave is applicable and available, (2) accrued PTO, and (3) unpaid leave, but only if approved by the Department Head and Borough Manager.

*Essential workers who are asymptomatic may be permitted to return to the workplace immediately upon return to the Borough, with a safety plan that has been submitted by their Department Head and pre-approved by the EOC Incident Commander and/or Human Resources. Essential workers must complete COVID-19 testing as scheduled (immediately upon return and 7th day following return). Safety plans must include information on how the employee will maintain social distancing and increased hygiene standards while on shift. Essential workers are expected to comply with the self-quarantine and strict social distancing requirements set out in SOA Health Mandate #10 while outside of the workplace.

Intrastate Travel (Within Alaska)

There are currently no Borough asymptomatic testing requirements for travel within the State of Alaska. However, testing may resume if positive tests attributed to in-state travel occur in Petersburg; or if there are further testing recommendations provided by local medical professionals, EOC, CDC, or by State or Local Mandate.

Development of Symptoms

If a traveler or any household member of the travelers exhibits any symptoms consistent with COVID-19 after return to Alaska, including but not limited to: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, the employee is not permitted at work, and shall immediately contact the COVID-19 Hotline and their Supervisor/Department Head.

Key Terms under State of Alaska Health Mandate #10:

Self-quarantine:

“You may leave your designated self-quarantine location only for medical emergencies or to seek necessary medical care. Do not visit any public spaces, including, but not limited to pools, meeting rooms, fitness centers, or restaurants. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated self-quarantine location by Unified Command. You are able to have food delivered to your self-quarantine location as long as there is no person-to-person interaction in the delivery. Comply with all rules or protocols related to your self-quarantine as set forth by your hotel or rented lodging (if more restrictive than State requirements), if applicable.” Pages 5-6 of Mandate #10 revised.

Strict Social Distancing:

“You may be in an outdoor public place, but you must remain six feet away from anyone not in your immediate household, and you must wear a face covering. You may arrange curbside shopping or have food delivery. You cannot enter restaurants, bars, gyms, community centers, sporting facilities (i.e., ice rinks, gymnasiums, sports domes), office buildings, school, or daycare facilities. Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.” Page 6 of Mandate #10 revised.

Resources

Please see further travel information from the CDC at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Attachments

Mandate #10 Revision (Effective 8/11/2020)

<https://covid19.alaska.gov/travelers/>