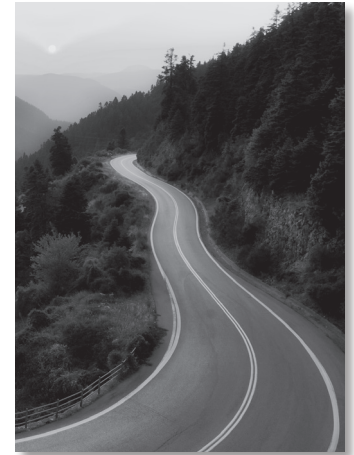


## Joint Guidance on Employee Travel and Return to Work Issues for Local Government Employees

Updated December 9, 2020

Under the original Executive Order 2020-04, and as continued to the present, only non-essential out-of-state travel by municipal employees for official business purposes was suspended. At the current time, there is no prohibition on personal travel by municipal employees.

Nevertheless, certain travel by municipal employees increases the risk of contracting COVID-19. Because at-risk travel increases the chances of getting infected and spreading COVID-19, municipal employees should be informed that avoiding it is most likely the best way to protect themselves and fellow employees from getting sick. Employees should be informed that while at-risk travel is not prohibited it will be the subject of employer workplace health screening in accordance with public health guidelines.



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

Under the **Universal Guidelines** for all New Hampshire Employers and Employees, municipal employers should develop a process for screening employees reporting for work about the existence of COVID-19 symptoms, and other risk factors. The NH Department of Health and Human Services, Division of Public Health Services has also issued a guidance document related to employee travel entitled **New Hampshire COVID-19 General Travel and Quarantine Guidance, & Employer Screening and Exclusion Criteria**. We recommend that employers review this document carefully because it contains important information.

Based on this guidance, when screening for COVID-19 symptoms, municipal employers should include in the daily screening process a question that asks whether the employee has returned from interstate travel outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island, international travel or travel on a cruise ship, as well as a question to determine whether the employee is symptomatic or asymptomatic. Additional information important to the employer's assessment is whether the travel was "essential travel" and whether the employee is an "essential critical infrastructure employee," as defined by the Employer Screening and Exclusion Criteria linked above. The relevant employee travel and status information should be evaluated under the assessment grid in the Employer Screening and Exclusion Criteria.

- Remote work, if available, is encouraged as an alternative to a temporary leave of absence.
- Travel exposure protocols for employers are subject to rapid change so appropriate consultation with the most current CDC and NH DHHS guidance is necessary.
- You may contact Primex<sup>3</sup> with any questions regarding application of the employer guidelines.