

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

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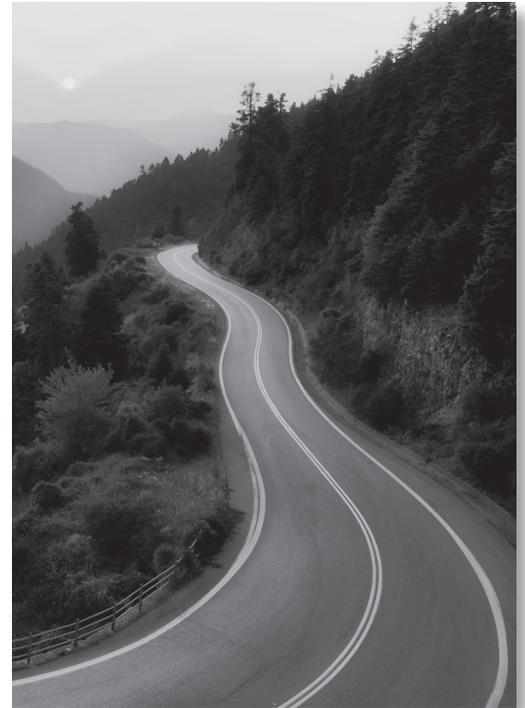
Under the original Executive Order 2020-04, and as continued to the present, only non-essential out-of-state travel by municipal employees for official business purposes was suspended. At the current time, there is no prohibition on personal travel by municipal employees.

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 on the following page.



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Isolation and Quarantine Summary

Employee Symptom/Test Status	Household Contact (highest risk) to someone with COVID-19 in past 14 days	Non-Household Close Contact to someone with COVID-19 in past 14 days	Traveled internationally, by cruise ship, or domestically outside of New England	Travel within New England or No Travel
New or unexplained symptom of COVID-19	Isolate and get tested immediately. If negative Self-Quarantine for 14 days from last day of exposure (no exceptions)	Isolate and get tested immediately. If negative Self-Quarantine for 14 days from last day of exposure (unless essential critical infrastructure employee as outlined above)	Isolate and get tested immediately. If negative the person can return to normal activities once they are at least 24 hours without a fever (off fever-reducing medications) and other symptoms are improving, AND any one of the following three criteria apply: <ol style="list-style-type: none"> 1. Person completes self-quarantine for 14 days from last day of travel 2. Travel was “essential travel” 3. Person tests out of quarantine with a negative SARS-CoV-2 test on day 7 of quarantine (must be a molecular test to detect active infection, such as a PCR test) (Note: If person was tested before day 7 of quarantine due to symptoms and was negative, then a second test on day 7 is still required to end quarantine early.) If traveler is designated as an essential critical infrastructure employee, then person can return to work when they are at least 24 hours without a fever (off fever-reducing medications) and other symptoms improving, but they must quarantine for all other non-work related purposes following the quarantine guidance.	Isolate and get tested immediately. If negative the person can return to normal activities after at least 24 hours without a fever (off fever-reducing medications) and other symptoms are improving
Asymptomatic	Self-Quarantine for 14 days from last day of exposure (no exceptions). Get tested	Self-Quarantine for 14 days from last day of exposure (unless essential critical infrastructure employee as outlined above). Get tested	Self-Quarantine for 14 days from last day of travel (unless essential travel) Person has the option of testing out of quarantine with a negative SARS-CoV-2 test on day 7 of quarantine (must be a molecular test to detect active infection, such as a PCR-based test). If traveler is designated as an essential critical infrastructure employee, then person can return to work as outlined above, but they must quarantine for all other non-work related purposes following the quarantine guidance.	No restrictions
Positive Test for COVID-19	Self-Isolate	Self-Isolate	Self-Isolate	Self-Isolate

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- Remote work, if available, is encouraged as an alternative to a temporary leave of absence.
- These are general employer recommendations that may be superseded with appropriate guidelines and procedures implemented for specialized positions.
- The State guidance is not mandatory for municipal employers but is strongly recommended by the State, NHMA and Primex³.
- 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 Primex³ with any questions regarding application of the employer guidelines.