



MAYOR DAVID J. NARKEWICZ

City of Northampton
Office of the Mayor
210 Main Street Room 12
Northampton, MA 01060-3199
(413) 587-1249 Fax: (413) 587-1275D
mayor@northamptonma.gov

COVID-19 Employee Policy Update: **Recreational Travel & Mandatory Self-Quarantine**

Governor Baker has issued travel orders, effective August 1, 2020, that impact the Mandatory Safety Standards for Workplaces now in effect in Massachusetts. This update explains what is now required of all City and School employees to ensure compliance with these standards. The new travel orders primarily impact the use of vacation time or weekend travel to other states.

As a result of these orders, employees are strongly urged to reconsider out-of-state travel plans.

City of Northampton employees (including all School employees) who *choose* to travel out of state, and who do not meet one of the state's exemptions and have traveled to a high-risk state or internationally, for any reason must be aware that they will not be permitted to return to work until she/he complies with the Governor's Order. An employee who leaves the state must upon return to Massachusetts:

- Complete the "Massachusetts Travel Form";
- Quarantine for 14 days. The City is also requiring employees, after completing the 14-day self-quarantine, to submit a completed *Self-Certification of No Symptoms Form* to their Supervisor, with a copy to the Human Resources Office, prior to the start of their first shift upon returning to work; **OR**
- Produce a negative COVID-19 test result administered 5 days after returning to Massachusetts. The lower risk states as defined by the Commonwealth of Massachusetts.

While awaiting test results, the employee must remain at home and not return to work until a negative test is produced **OR** the 14-day quarantine has been completed.

In order to ensure employee safety during the period when the Governor's order is in effect, the City is implementing two additional measures.

First, if an employee is requesting time off from work with the intention of traveling to states that are not lower risk states, they must disclose such travel plans to their immediate supervisor. The City has the right to deny such vacation requests based on operational need or impact of absence, given that such travel will require the employee to be out of work for an additional two weeks upon return. Again, employees are therefore strongly urged to reconsider out-of-state travel plans.

Second, if an employee must quarantine due to out of state travel, the City may allow the employee to work remotely during the self-quarantine period. Whether an employee is permitted to work remotely will be determined by his/her Department Head and will depend on whether the essential functions of the position can be performed remotely. Employees who are not able to work remotely will be required to use their own time to quarantine for two weeks,

although the City will review to determine whether the employee may be eligible for leave under the Families First Coronavirus Response Act (FFCRA). Contact the Human Resources Office for information on FFCRA leave, or any other related questions.

Employees who are displaying symptoms of COVID-19 are instructed to not report to work.

Employees are reminded that the use of masks or face covering in the workplace where individuals cannot socially distance themselves from others remains **required**.

The list of low-risk states can be found here:

<https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->