



COVID-19 TRAVEL POLICY

Overview

American Automobile Association (AAA)

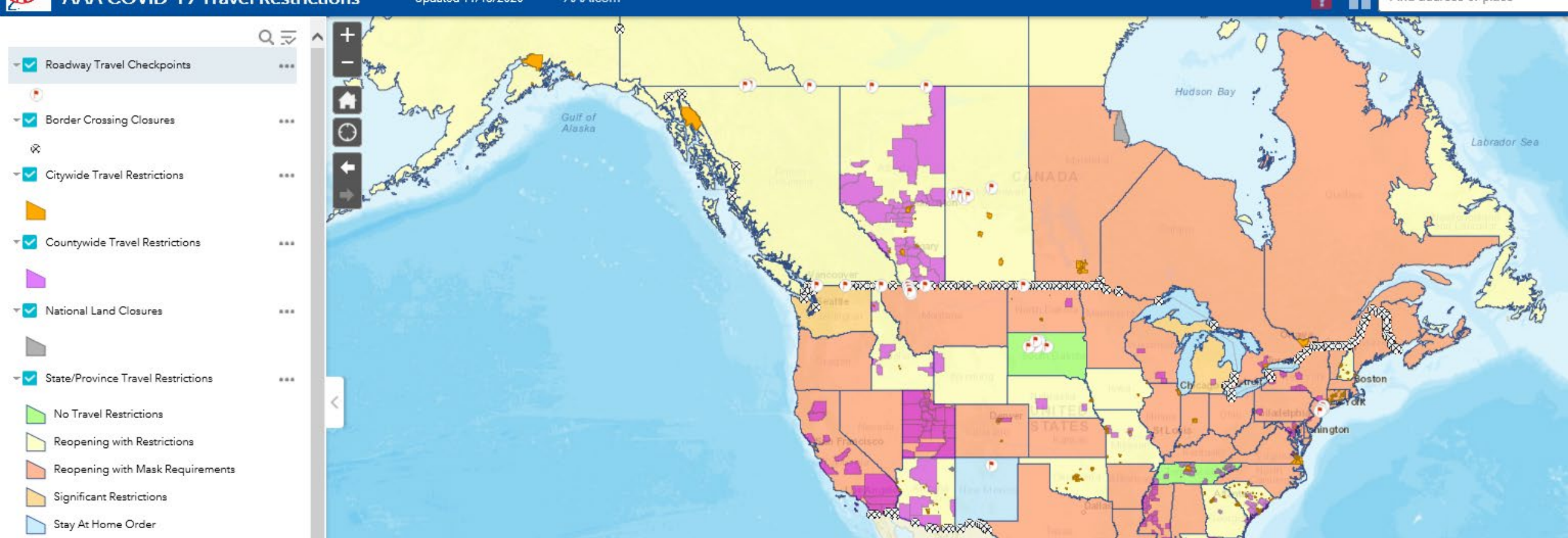
This Holiday Season:

- From 2019 to 2020, automobile travel will be down only 4.3% to 47.8 million
- Air travel will decrease by 47.5%
- Bus/Train/Other travel will be down 76.2% from 2019

Travel Information to Share

- Traveling by Automobile
 - *Make fewer stops by planning ahead*
 - *Check local guidelines*
 - *Pack: face masks, disinfecting wipes, hand sanitizer, and thermometer*
 - *Also pack meals, extra snacks, and drinks to minimize stops*
- Traveling by Air: Prepare for extra time at the airport





MAP OF COVID-19 TRAVEL RESTRICTIONS

Rights and Responsibilities

- Employers are required to keep their workplace safe (including protecting employees from risk by travel plans of other employees)
- Employers should require employees to tell them about past or future travel plans so the risk can be evaluated
- Employees should be informed of travel risks, including the quarantine period

When Employees Return from Travel

- Follow health and safety measures
- Companies should have a travel policy
- Travel policies should be applied equally



VISITORS AND
RETURNING RESIDENTS
TO MASSACHUSETTS
MUST COMPLY WITH THE
COVID-19 TRAVEL ORDER

TRAVEL ORDER

- The rule requires that you MUST quarantine for 14 days unless you:
- are coming from a [lower-risk state](#) or
- can produce, on request, [proof of a negative test result for COVID-19 from a test administered on a sample taken not longer than 72 hours before your arrival in Massachusetts](#), or
- [meet the exemption criteria](#)

Exemptions

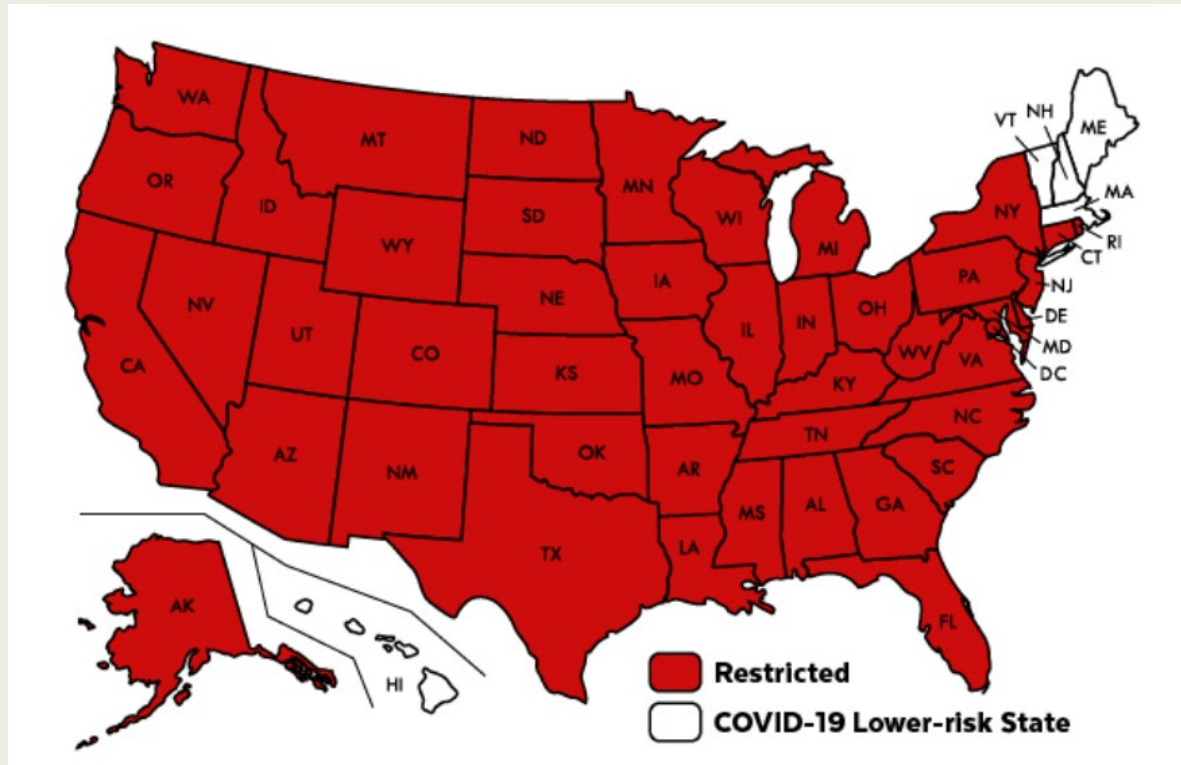
- Traveling from a low-risk state
- 72-hour COVID-19 test rule
- Limited circumstance-specific exemptions
- Commissioner-designated exceptions

Low Risk States: As of November 16, 2020

- Hawaii
- Maine

- New Hampshire

- Vermont



Travelers Who Meet the 72-Hour COVID-19 Test Rule

- Travelers are exempt from the quarantine requirement if they have tested negative no longer than 72 hours before their return to Massachusetts
- Travelers who test positive are to quarantine

Limited Circumstance-Specific Exemptions

People who travel into Massachusetts that fall into one of the below categories are not required to quarantine

- Transitory travel – passing through the state
- Person commuting for work and school – at least weekly unless they travel elsewhere besides home or work
- Patients seeking or receiving medical treatment
- Military personnel
- Workers providing critical infrastructure

Commissioner-Designated Exemption

A person who enters Massachusetts in order to engage in any of the activities listed below is exempt from quarantine testing requirements and does not have to submit a Travel Form. This only applies to same-day travel.

- Certain critical life activities: dental, medical, or mental health appointments; visiting a person in a hospital; or religious services or funeral service
- Court appearance
- Child custody and visitation arrangements

Completing the Massachusetts Travel Form

- All travelers or Massachusetts residents who do not meet the exemptions must complete the Travel Form
- Including those who meet the 72-hour rule
- The form requires each traveler to provide contact information, such as address, phone, and people who accompanied them
- The form can be completed [online](#)
- Subject to a \$500 fine for each day if not completed

Requirements for Quarantine

- Travelers, along with their travel party, must separate from all other people for 14 days
- Must not be in public or otherwise leave the identified quarters
- Living quarters must have separate bathroom facilities for each individual or family group
- Cleaning supplies must be available
- Travelers must have a way to self-quarantine from other household members if symptoms develop

Requirements for Quarantine

- During the quarantine period, no one else should be in the living quarters other than the travel party
- Food must be delivered
- Travelers must have a sufficient supply of face masks or face coverings
- Travelers are not to leave their living quarters except for urgent medical care
- If no one develops symptoms, normal activities may resume after 14 days

Obtaining a Post-Arrival COVID-19 Test in Order to Be Released from Quarantine

- A traveler who is required to quarantine may be released from the obligation upon proof of a negative test that was administered after the person's arrival in Massachusetts
- Travelers must arrange for the test at their own expense
- Travelers must continue quarantining until they receive a negative test result, or the 14 days is completed

Massachusetts Residents Traveling for Work

- Massachusetts residents who are required to travel outside the state to a state that is not a COVID-19 lower-risk state must quarantine for 14 days or until they are able to provide proof of a negative test result

Families First Coronavirus Response Act (FFCRA)

Qualifying reasons for leave related to COVID-19:

1. Is subject to a federal, state, or local quarantine order
2. Has been advised by a health care provider to self-quarantine
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. Is caring for his or her child whose school or place of care is closed due to COVID-19 reasons (exemptions apply)
6. Is experiencing any other substantially similar conditions specified by the U.S. Department of Health & Human Services

Procedure for Requesting Leave

- Employees must provide a written notice requesting a leave as soon as possible; verbal notice is acceptable until a written notice can be provided
- Notice should include the reason for the leave and expected date of return
- Within five business days, the employer will provide the employee with the required Department of Labor (DOL) notices
- On a basis that does not discriminate against employees on Family and Medical Leave Act (FMLA) leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work

Employee Income		Leave Benefit (Equal to Tax Credit)		
		10 Sick Days (Self)	10 Sick Days (Caregiving)	10 Weeks of Family Leave
		100% Wages up to \$511/Day	67% Wages up to \$200/day	67% Wages up to \$200/day
\$15,080 (\$58/day)	Federal Minimum Wage	\$580	\$387	\$1,933
\$26,200 (\$101/day)	Poverty Level - Family of 4	\$1,008	\$672	\$3,359
\$48,672 (\$187/day)	Median Earnings for Full-Time Workers	\$1,872	\$1,248	\$6,240
\$77,997 (\$300/day)	Income for Max Sick Leave (Caregiving) + Family Leave	\$3,000	\$2,000	\$10,000
\$132,900 (\$511/day)	Income for Max Sick Leave (Self)	\$5,110	\$2,000	\$10,000

Returning from FMLA

- Employee will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms
- Employers with less than 25 employees—If the position the employee held before FMLA leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee may be laid off



Employee Rights Poster

This Department of Labor's [employment poster](#) should be posted where your other posters are located

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE
UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | |

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

Off-Duty Employee Expectations

- Encourage employees to follow the U.S. Centers for Disease Control and Prevention (CDC) recommended guidelines to social distance and wear a mask
- Employees should be following state directives and executive orders surrounding social gatherings, including size limitations and required proper protective gear
- Encourage employees to be safe while off-duty, which helps ensure a safe workspace upon their return for all employees
- Be mindful of disciplinary actions as they may raise compliance concerns

Do Employees Go on Unemployment Benefits While Quarantined After a Positive COVID-19 Test Result?

- No, employees would be covered by the Family First Coronavirus Response Act (FFCRA) for their two-week quarantine at a 100% pay rate

If an Employee Has to Quarantine Because of Their Child's Daycare Closing Due to COVID-19, Do We Have to Pay Them?

- Yes, employees must be paid at two-thirds of the employee's rate for up to two weeks due to a quarantine because of COVID-19 positive cases at the childcare location

If a Patient Tests Positive After He/She Leaves the Practice, What Should We Do As an Employer?

- As practices should be following the recommended CDC guidelines, any spaces should be disinfected and staff should be wearing the appropriate PPE to drastically limit the risk of exposure

If Staff Travels Out of the State/Country, Do They Have to Quarantine or Is a Negative Test Enough to Return to Work?

- Employees are encouraged to get tested 72 hours prior to arrival back in the state. If they are asymptomatic and have a negative test result, they should be clear to return to work.

CONCLUSION

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