

Subject: Employee Update - COVID-19 Testing & Travel Policy

Date: Wednesday, June 3, 2020 at 12:46:50 PM Eastern Daylight Time

From: Jane Groff

To: Everybody MMC and MOP

Good afternoon!

We have had a little over two weeks of experience with COVID-19 testing at the health department since our last update.

In that time, our notification time has been between 5 and 7 days despite our original 2-3 day understanding and direct communication with the health department. This appears to be due to delays at the lab.

Yesterday, the Managing Directors reviewed the information and have agreed to some changes in the travel policy.

It will remain your responsibility to discuss your travel plans with your Directors – including weekend travel. Destinations where COVID-19 is spreading rapidly should be avoided. Use this website to determine whether an area is high risk.

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/county-map.html>

An area with more than 20,000 cases or more than 5% of its population is considered high-risk.

A new criteria list will be used to determine whether a test is needed – *including*:

- Air travel
- Cruise travel
- Hotspots with high numbers of COVID-19 cases
- Travel hotspots such as densely populated cities, festivals, crowded beaches, amusement parks, etc.
- International travel

You will not be required to use vacation leave for the time and based on your Director's decision, you may be able to use other forms of quarantine. Each situation will be determined on a case-by-case basis depending on the individual job, operational concerns, and/or flexibility of work location.

If it is determined that you need a test, the **Health Department has just announced new testing times: Monday – Friday 8:30 a.m. – 12 p.m.**

In all of this, our goal remains to protect each other and our community to the greatest extent possible. An individual responsibility checklist will be provided for each employee in the coming days with additional information about how we can each work to meet that goal.

This policy is adopted as of June 3, 2020 and will be reviewed on an ongoing basis as the situation continues to evolve.

Thanks to all of you for your continued patience and understanding.
Until next time!