



COVID -19 Travel Policy

SUBJECT: COVID-19 Travel Policy for County Employees

PURPOSE: To establish and communicate a policy for official travel for county employees during the COVID-19 pandemic.

SCOPE: This outlines the County's policy for official travel during the COVID-19 pandemic for county employees

AUTHORITY: Code of Maryland Regulations, Sec. 10.06.01.06

RESPONSIBILITY:

1. The Appointing Authorities are responsible for communicating and enforcing this emergency travel policy.
2. All employees are responsible for knowing and adhering to the requirements of this policy.

GENERAL STATEMENT: In accordance with Executive Order 16-2020, Continued Declaration of a Local State of Emergency for Prince George's County, Maryland dated July 7, 2020, and in order to control and medically contain 2019 Novel Coronavirus (SARS-CoV-2) and the disease that it causes – Coronavirus Disease 2019 (COVID-19, the Health Officer has issued a directive concerning official travel for county employees.

DEFINITIONS:

OFFICIAL TRAVEL– Any travel paid for by the County and/or conducted by a county employee for business purposes.

COVID-19 (Coronavirus) – An illness caused by the virus, 2019 Novel Coronavirus (SARS-CoV-2) that is spread from person to person.

COVID-19 Test – A viral test that checks samples from your respiratory system, such as a swab from the inside of your nose, to tell you if you currently have an infection with SARS-CoV-2, the virus that causes COVID-19.

QUARANTINE - Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the Health Department. In general, a person who is suspected to have been exposed to COVID-19 is required to quarantine for 14 days after his/her last contact with a positive individual.

ISOLATION: Used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others and follow the directions provided by the Health Department. In the home, anyone sick or infected (without symptoms) should

separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

TRAVEL POLICY: All official out-of-state travel is strictly prohibited, unless otherwise authorized by the Health Officer. If a county employee is permitted by the Health Officer to travel out of state on official county business, upon return, he/she must be tested for COVID-19 within 24 hours by the Health Department and notify the Communicable and Vector-borne Disease Control Program at (301) 583-3750. It is important that the employee identifies himself/herself as an employee and the purpose for the call. The employee will be required to quarantine immediately, as instructed by the Health Department.

RETURN TO WORK: An employee who travels out of state on official business will only be permitted to return to work under the following conditions:

1. If an employee tests negative for COVID-19, he/she must continue to quarantine, as instructed by the Health Department. That employee must contact CVDC at (301) 583-3750 (and identify himself/herself as an employee) at the completion of quarantine for final assessment, and the Health Department will provide a letter if it is determined the employee can return to work.
2. If an employee tests positive for COVID-19, he/she must isolate, as instructed by the Health Department. When isolation is complete, the employee must contact the Health Department’s Communicable and Vector-borne Disease Control Program (CVDC) at (301) 583-3750. CVDC will make a final assessment for release and provide a return to work/release letter, as needed.

COMPLIANCE: Failure to comply w/ this policy may result in disciplinary action.



Date: __09/23/2020__

Ernest L. Carter, MD, PhD, Health Officer