# Safety Guidance for Colleague Personal Travel

**September 3 2020**

Before your personal travel trip:

<table>
<thead>
<tr>
<th>Colleague Guidance</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>1</strong> Check CDC website to determine if your U.S. travel location is a COVID-19</td>
<td>The latest CDC travel guidance provides important, up-to-date information. Check CDC website to determine if location is a “hot spot.” MercyOne defines a “hot spot” as a location that has 10,000 or more COVID-19-positive cases.</td>
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<td>“hot spot”</td>
<td><strong>How to find out what are the current U.S. “hot spots”</strong></td>
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<td>1. Go to the CDC COVID Data Tracker: <a href="https://www.cdc.gov/covid-data-tracker/#cases">https://www.cdc.gov/covid-data-tracker/#cases</a></td>
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<td>2. Click on the “Cases in the Last 7 days” tab.</td>
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<td>The states noted as having 10,000 or more cases reported in the last 7 days are considered “hot spots.”</td>
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<td>Please check this page on the day you submit your PTO request and on the day of the last day worked before the PTO begins.</td>
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<td>If status of the state or location changes to “hot spot” during your trip, please follow COVID-19 screening protocol per <a href="https://www.mercyone.org/assets/documents/newsletter/covid-19/coronavirus-procedures-07_10_2020_docx.pdf">https://www.mercyone.org/assets/documents/newsletter/covid-19/coronavirus-procedures-07_10_2020_docx.pdf</a> and notify your manager.</td>
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<tr>
<td><strong>2</strong> Check state and local health department information for any restrictions or</td>
<td>You are responsible for being aware of the personal, public or civil ramifications of your travel and for determining any quarantine requirements.</td>
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<td>quarantine requirements for that travel location</td>
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3. When you request PTO for the trip, please inform your manager that you are traveling outside of the U.S. or to a U.S. location currently considered a “hot spot.”

Please also share if you will need to include 14 additional days off following your return for quarantine, if required by the state of Iowa’s executive order.

We are asking that you share this information in advance so that your manager will be able to assist you in planning, monitoring your symptoms and ensuring we have enough staffing for patient and resident care.

If there is a state of Iowa executive order in place with quarantine requirements for the “hot spot” location you will travel to, you are responsible for following those requirements.

You may use PTO or go without pay for the 14 days, if quarantine is required due to travel to an area where there is a state of Iowa executive order.

Our COVID-19 14-day Administrative Paid Leave does not apply to quarantines resulting from non-work-related, personal travel to a “hot spot” or where there is a state of Iowa executive order in place.

Example: If you plan a vacation in Chicago, where there is a state of Iowa executive order in place for 14-day quarantine requirement, and you are unable to work remotely, we ask that you notify your manager in advance of the trip and use PTO or go without pay for those 14 days following your return home, if you are unable to work remotely.

If you become sick following your personal trip to a “hot spot,” you are not eligible for the COVID-19 14-day Paid Leave. Colleagues may use PTO or short-term disability coverage, if eligible.

If you become sick following a personal trip to a location that is not a “hot spot” and does not have a state of Iowa executive order in place and MercyOne determines you must quarantine, you will be eligible for the COVID-19 14-day Paid Leave.

4. Prepare for the trip

- Create an emergency contact list and keep it on you at all times during the trip, should you become ill or need assistance.
- If you are at higher risk for severe illness, reconsider the need to travel during this timeframe and/or take extra precautions.
- Bring enough of your medicine and enough hand sanitizer to last your entire trip.
- Consider packing non-perishable foods and water to minimize the need to venture into restaurants or stores.

5. Return from the Trip

- If you are symptomatic, please notify your manager and health care provider and refer to guidance posted: [https://www.mercyone.org/assets/documents/newsletter/covid-19/coronavirus-procedures-07_10_2020_docx.pdf](https://www.mercyone.org/assets/documents/newsletter/covid-19/coronavirus-procedures-07_10_2020_docx.pdf)

- If you are asymptomatic:
If you traveled to a “hot spot,” follow any state of Iowa executive order quarantine requirements, if they are in place.

While you are on your personal travel trip
If you decide to travel, you should follow all CDC safety guidance with physical distancing and hand hygiene diligence, and avoid activity in crowded restaurants, beaches and other entertainment venues, as they all pose a transmission risk.

- If you feel ill while at work, maintain 6 feet of physical distance and inform your manager, who will ask you to go home and contact your doctor.

Questions?
Please contact your manager.