

Employee Travel During Covid-19

This document will help DGSD management determine Covid-19 quarantine measures to be taken after employee travel. The objective is not to invade anyone's privacy, but to maintain a Covid-free workplace and continue to provide our essential services.

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| Employee's Name | |
| Employee's Supervisor | |
| Employee vaccination date, if applicable | |
| Remote work available? | |

Pre Travel:

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| Date this checklist filled out | |
| Dates of anticipated travel | |
| Intended destination (include interim stops and durations) | |
| Will your trip involve being in any state for less than 24 hours? | |
| Infection rate at destination | |
| Travel method (plane, bus, train, auto, boat) | |
| Do traveling companions live in the same household as employee? | |
| Accommodations during travel (hotel, stay at family or friends' house) | |
| Are any events or gatherings planned during the course of the trip? | |
| Are there any activities anticipated where employee will be less than 6 feet from anyone other than traveling companions for more than 15 minutes? Examples: dining out, attending amusement park or sporting event. | |
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| Quarantine details recommended by Supervisor/Safety Coordinator | |
| Quarantine details finalized by GM | |

Post Travel:

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|--|--|
| Date this checklist filled out | |
| Did travel dates vary from above? | |
| Did destination or interim stops vary from above? | |
| Did infection rate change from above? | |
| Did travel method change from above? | |
| Did traveling companions change from above? | |
| Did accommodations change from above? | |
| Were you less than 6 feet from anyone other than traveling companions for more than 15 minutes? | |
| Did the nature of any events or gatherings change from above (crowd size, duration, mask wearing, inability to socially distance)? | |
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| Changes to quarantine details recommended by Supervisor | |
| Changes to quarantine details finalized by GM | |