

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.

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

Pre Travel:

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.	
Quarantine details recommended by Supervisor/Safety Coordinator	
Quarantine details finalized by GM	

Post Travel:

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)?	
Changes to quarantine details recommended by Supervisor	
Changes to quarantine details finalized by GM	