

# **MICHIGAN STATE MEDICAL SOCIETY**

## **Sample Employee Non-Essential Travel Policies**

Below are sample non-essential travel policies for employees, which medical practices may use, modify and incorporate into their existing COVID-19 Preparedness and Response Plan. When determining whether to adopt a travel policy that requires an employee to be excluded from the medical practice's facility following non-essential travel, medical practices should evaluate and balance the risks associated with an employee's personal travel with the overall needs of the medical practice, including the medical practice's ability to maintain adequate staffing and the mitigating risk to health and safety of patients and staff.

### **OPTION 1: Employee Self-Quarantine Required**

#### **[INSERT MEDICAL PRACTICE NAME/LOGO] Employee Non-Essential Travel Policy**

To mitigate and reduce the risk of exposure to COVID-19, the Practice encourages all employees to avoid all non-essential personal travel outside the State of Michigan. If an employee elects to travel outside Michigan for personal reasons, including vacation, the employee must notify the Practice prior to and upon return from such travel, even if employee does not use vacation time or other paid time off during such travel. In addition, the employee must call the Worksite Supervisor before his or her next scheduled shift to obtain approval to return to work following the employee's return from such travel. An employee may be excluded from the Facility and asked to self-quarantine for fourteen (14) calendar days from the date the employee returns from recent travel if the employee travels to one or more of the following locations, which is subject to change without prior notice:

- All international travel
- All cruise ship or river cruise travel
- *[Optional]* Domestic travel outside the State of Michigan if recommended by the CDC and/or other public health authorities

Employees are also encouraged to follow CDC travel guidelines and take any additional precautions and preparations necessary to avoid and/or mitigate the spread of COVID-19 prior to and for at least 14 days following recent travel or potential exposure, including, but not limited to, self-monitoring for symptoms of COVID-19, frequent hand washing, avoiding close contact with others, wearing a mask or face covering in public, etc. If an employee develops symptoms of COVID-19, the employee should promptly call the Workplace Supervisor before his or her next scheduled shift and follow up with the employee's health care professional for advice if needed.

### **OPTION 2: Self-Quarantine Not Required**

#### **[INSERT MEDICAL PRACTICE NAME/LOGO] Employee Non-Essential Travel Policy**

To mitigate and reduce the risk of exposure to COVID-19, the Practice encourages all employees to avoid all non-essential travel outside the State of Michigan. If an employee elects to travel outside Michigan for personal reasons, including vacation, the employee must notify the Practice prior to and upon return from such travel, even if employee does not use vacation time or other paid time off during such travel.

Employees are also encouraged to follow CDC travel guidelines and take any additional precautions and preparations necessary to avoid and/or mitigate the spread of COVID-19 prior to and for at least 14 days following recent travel or potential exposure, including, but not limited to, self-monitoring for symptoms of COVID-19, frequent hand washing, avoiding close contact with others, wearing a mask or face covering in public, etc. If an employee develops symptoms of COVID-19, the employee should promptly call the Workplace Supervisor before his or her next scheduled shift and follow up with the employee's health care professional for advice if needed.