

Medway Public Schools
Medway, MA

Policy EBC-T

SCHOOL COMMITTEE POLICY

COVID-19 Travel Policy

This policy is effective August 31, 2020, and remains in effect until rescinded. Governor Baker's executive order #45 requires all travelers arriving to Massachusetts from out-of-state non exempt areas, including Massachusetts residents returning home, to self-quarantine for fourteen (14) days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. A link to the order is provided here: <https://www.mass.gov/info-details/covid-19-travel-order>. You are exempt if you are arriving from a "COVID-19 Lower Risk State" as identified. Staff arriving from non COVID-19 Lower Risk States as identified in the order and internationally are subject to this policy.

All personal travel by employees to any area that is not specifically exempt from the Governor's executive order regarding travel must complete the Massachusetts Travel Form <https://www.mass.gov/forms/massachusetts-travel-form> and self-quarantine for fourteen (14) days upon return to Massachusetts or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. Employees traveling to any area that is not specifically exempt from the Governor's executive order shall request the use of vacation or personal time in accordance with the procedures set forth by the District, including District policies and applicable collective bargaining agreements. Employees who are advised to self-quarantine following their trip must also discuss and outline the self-quarantine period with their Building Principal or Supervisor prior to traveling so that the Building Principal or Supervisor may make necessary work arrangements. The employee is also responsible for contacting Human Resources to determine the use of available leave options in accordance with applicable local, state, and federal laws as well as procedures set forth by the District, including District policies and applicable collective bargaining agreements.

MEDWAY PUBLIC SCHOOLS STAFF TRAVEL NOTICE

In order to comply with the District’s Personal Travel Policy, all employees traveling outside of Massachusetts to destinations not exempt as of the date of the request must complete and submit this form to the Superintendent one week prior to traveling. This is not a permission to travel. It is an acknowledgement of an understanding of the Governor’s executive order. District employees choosing to travel to non-exempt areas will be required to quarantine upon return or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. Staff should plan accordingly. The list of exempt states and special conditions may change. Please refer to the states travel order for the latest information regarding your destination.

<https://www.mass.gov/info-details/covid-19-travel-order>

Date of Submission: _____
Employee Name: _____
School: _____
Title: _____
Contact Phone Number: _____
Supervisor’s Name and Contact information: _____
Location(s) of travel: _____
Projected dates of travel: _____

EMPLOYEE SIGNATURE

DATE

SUPERINTENDENT SIGNATURE

DATE

Within 24 hours of return from travel, staff shall provide confirmation of compliance with the details of this form and terms of the executive order.

Approved: August 27, 2020