

COVID-19 Travel Protocol

Non-essential travel is suspended until further notice!



Travel Guidelines

- Travel is considered essential if it is approved by your functional SVP or above and an activity that cannot be performed using a virtual platform.

- No domestic air travel within the U.S. or within Canada may be scheduled without the approval of your functional SVP or above.

- Hotel stays are discouraged and should only take place if a trip cannot be completed in one day.

- No international travel (outside your home country) may be scheduled without the prior approval of your functional SVP or above.

- Individuals may travel by car under limited circumstances.

- Car travel must be limited to one team member per vehicle, whenever possible. If not possible, team members in the same vehicle must wear face coverings at all times.



Essential Travel Steps

Prior to travel, confirm you are not experiencing symptoms associated with COVID-19, such as: new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit, new or worsening gastrointestinal problems, such as nausea, diarrhea, and vomiting, awaiting the results of a COVID-19 test, or known to have contact with a person who is lab-confirmed to have COVID-19.

1 Confirm local requirements. Ex: quarantine requirements. Review state travel restriction chart for current state quarantine requirements.

2 Plan ahead! Understand the safety and self care requirements for the location of your meeting.

3 Follow CDC [guidance](#) for traveler self care and safety.


4 Travel with all equipment (e.g., a laptop, portable internet connection, etc.) you might need to avoid sharing equipment or if you should become unexpectedly delayed.

5 Wear a face covering at all times except when alone in an enclosed room or car, eating or drinking.

6 Adhere to physical distancing requirements, including no handshaking and keeping a distance of 6 feet or more from others when possible.

7 Avoid large gatherings & do not participate in meetings in enclosed spaces where physical distancing cannot be observed.

8 Take with you sanitizing and safety equipment (extra masks, gloves, hand sanitizer).



Team members will not be required to travel if he/she is concerned about possible exposure to COVID-19 or is not currently able to travel due to family obligations arising due to a health emergency (child care/elder care).

Any team member who does not want to travel for these reasons, should discuss those concerns with your supervisor and human resources. If you do not feel your concerns have been addressed, please contact the COVID hotline, 1-800-527-8014.



Returning from an Approved Trip

- Determine if you are required, based on the location of your trip, to self-quarantine upon your return.
- To make this determination, please review the state travel restriction chart for current state quarantine requirements.



Lodging

- At the present time, lodging should be booked at a Company preferred hotel; no lodging is to be booked through Airbnb or other rental properties. If you must stay in a hotel, take the same steps you would in other public places such as physical distancing from others, washing your hands often, and wearing a cloth face covering. Team members should not share hotel rooms.



Personal Travel

- ✓ The responsibility remains with any team member who travels to be aware of and comply with all quarantine requirements and recommendations. Please keep the following guidelines in mind while traveling personally:
 - If you travel internationally or on a cruise ship, a mandatory 14-day home quarantine is required when you return from your trip.
 - You must also self-quarantine if required by any applicable jurisdiction.
 - If a team member is able to work from home they are required to work during the self quarantine period.
 - If a team member is unable to work from home upon his/her return and is otherwise required to self-quarantine due to personal travel, the team member may either take PTO for the 14-day quarantine period or the leave will be unpaid unless otherwise required by law.

Monitor yourself for signs of illness when returning from travel. If you experience any symptoms, contact the COVID line at 1-800-527-8014.

If any of the individuals you came in contact with during your trip test positive for or are experiencing symptoms of COVID-19 or if you yourself are experiencing symptoms, contact the COVID hotline, 1-800-527-8014 immediately.