
***** INTEROFFICE MEMORANDUM *****

TO: ALL EMPLOYEES

FROM: BRIGITTE CODLING, TOWN MANAGER
JENNIFER L. BOUCHER, FINANCE/HUMAN RESOURCES OFFICER

DATE: AUGUST 27, 2020

RE: EMPLOYEE TRAVEL, VISITORS, AND COVID-19

The novel coronavirus disease 2019 (COVID-19) pandemic continues, and as we continue to navigate through this pandemic, we want to ensure the health and safety of our staff as well as the public. With that in mind, the Town of Haverhill had previously implemented safety measures for our employees and the public to help ensure continued health for all. However, as time passes and restrictions are loosened and/or tightened and additional data is released, we find it necessary to make adjustments to those measures.

Previously we had informed employees that interstate travel outside of New Hampshire, Maine, and Vermont as well as international travel would require quarantining upon the employee's return home, or they would have to provide us with a negative COVID-19 test. At that time, the Governor of New Hampshire had a requirement in place for visitors coming into the state from areas outside of New Hampshire, Maine, and Vermont, which required them to quarantine for two weeks prior to interacting with others. Recently, the Governor relaxed that requirement and exempts all visitors from any New England state from the quarantine requirement.

Although the Governor has relaxed the requirements for the State of New Hampshire, we still feel it is in the best interest of our employees to have them limit their exposure to visitors from outside of New Hampshire, Maine, and Vermont. Therefore, we have put the following guidelines in effect relating to travel and out of state visitors.

Specific Town of Haverhill Travel/Visitor Guidelines

- The Town of Haverhill, until further notice, will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- The Town strongly discourages personal international and domestic travel outside of New Hampshire with the exceptions of Maine and Vermont.
- The Town strongly discourages personal travel on cruise ships.
- The Town strongly discourages interaction with visitors from outside New Hampshire, Maine, and Vermont.

- Employees who **choose** to travel outside of New Hampshire to locations other than Maine or Vermont will be required to quarantine for fourteen (14) days OR may choose to take a COVID test and provide the Town with negative test results prior to returning to work. While the employee is quarantining or awaiting test results the employee may be allowed to work from home, or work in isolation, only if their position and duties make that possible, and only with prior approval by their supervisor to do so. Otherwise, the employee will be required to use accrued leave for the period they are unable to work, so the employee should plan accordingly.
- Employees who **choose** to interact with visitors who come from outside the New Hampshire, Maine, and Vermont areas, who have not gone through a fourteen (14) day quarantine period within the State of New Hampshire, Maine, or Vermont; will be required to quarantine for fourteen (14) days OR may choose to take a COVID test and provide the Town with negative test results prior to returning to work. While the employee is quarantining or awaiting test results the employee may be allowed to work from home, or work in isolation, only if their position and duties make that possible, and only with prior approval by their supervisor to do so. Otherwise, the employee will be required to use accrued leave for the period they are unable to work, so the employee should plan accordingly.

This policy will apply to full-time, part-time, and seasonal workers.

This policy will be subject to revision if, in the opinion of the Town Manager, the circumstances have changed enough over time to warrant it.

If you have any questions or are unsure of whether you meet the above restrictions, please contact the Human Resource department directly at any point prior to your return to work.