

## **Travel Policy related to COVID-19 (March 9, 2020)**

To help minimize the transmission of COVID-19, please note the following travel restrictions, which were updated and are effective as of March 9, 2020, for BMC, BMCHP and BMC Health System staff, and students managed by BMC staff.

We thank you for your cooperation. Your health and safety, and that of our patients and members, is our highest priority.

The following guidelines will apply whether or not a formal notice has been sent by BMC:

### **Work-related travel:**

- We are suspending all business travel for BMC Health System employees for the next 60 days.
  - This includes all conferences, locally, domestically or internationally.
  - Any business-related costs associated with conference travel already planned will be incurred by BMC Health System.

### **Personal travel:**

- As an additional precaution to ensure the health of our employees and patients, we continue to strongly encourage that you avoid any personal travel outside of the United States during this time.
- The CDC has placed the following countries under a Level 2 or 3 Travel Health Notice as of March 9: **China, South Korea, Japan, Iran, and Italy.** Everyone is responsible for checking the CDC website to see if their travel destination has been added to this list: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
  - If you decide to travel to or through (even if you do not get off the aircraft) a restricted country, you must notify your manager and the Working Well Clinic of your specific travel plans, and you will be required to self-quarantine for 14 days upon your return to the US.
  - As such, your manager will determine whether the combination of travel and the quarantine period exceeds available time off. In that instance, the time off request may not be granted.
  - In any case, you must be cleared by the Working Well Clinic before returning to work after the quarantine period.
  - In addition, the 14 day quarantine period will go unpaid, although ET can be used if available.

In the event that a BMC, BMCHP, or BMCHS staff member, or student managed by BMC staff is traveling in an area that is currently **not on the restricted travel countries list**, but is added *during the course of travel*, the employee must self-quarantine for 14 days before returning to work and must be cleared by the Working Well Clinic prior to returning to work. In this instance, the employee will receive pay at their regular base rate during the quarantine period.

We ask that all employees exercise prudent judgment when making travel plans. **These decisions regarding travel restrictions may change as the situation evolves.**

For additional questions, please reach out to one of the following:

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### **Employee and Labor Relations:**

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