



City of
GREENFIELD, MASSACHUSETTS



Public Health
Prevent. Promote. Protect.

OFFICE OF THE MAYOR

ROXANN WEDEGARTNER

Mayor

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REVISED EMPLOYEE TRAVEL POLICY

August 14, 2020

Dear City Employees,

Please be aware of the Governor's mandatory 14-day quarantine order for travelers, effective **AUGUST 1, 2020**

Sincerely,

Mayor Roxann Wedegartner, HR Director Diana Letourneau, and Health Director Valerie Bird

On July 24, 2020, the Governor, issued [**COVID-19 Order No. 45**](#) adopting a mandatory 14-day quarantine for travelers arriving in Massachusetts (hereinafter, the Order). **The effective date of the Order is August 1, 2020.** This binding guidance must be followed by all travelers entering Massachusetts, except those covered by the limited exemptions (see 3 exemptions to quarantine).

The Order applies both to residents of Massachusetts returning from out-of-State travel and to residents of other States and any other persons who come to Massachusetts for personal or business travel. Students and families entering Massachusetts to begin the academic year at a college, university, or boarding school, or any other educational or academic program, like any other person entering Massachusetts beginning August 1, must comply with the travel rule and are required to quarantine for 14 days on arrival unless otherwise exempted as detailed in this guidance.

Travelers who do not comply with these rules may be subject to a **civil fine of \$500 per day.**

Employees traveling through or to any location except the [lower-risk states](#) need to notify their department head prior to departing and returning. If you travel and fail to report this to your department head, you will be subject to discipline.

Employees who travel to or from Massachusetts for personal or leisure reasons are not exempt from the mandatory 14-day quarantine unless travel is from a lower-risk state. Employees will need to use their accruals during quarantine. The only exception to this is remote work from home if feasible, with prior approval by their department head.

Massachusetts Residents Traveling for Work

<https://www.mass.gov/guidance/guidance-for-travelers-arriving-in-the-commonwealth-of-massachusetts#massachusetts-residents-traveling-for-work>

Massachusetts residents who are required to travel outside of the state to any State or foreign jurisdiction that is not identified as a COVID-19 lower-risk State are required, upon returning to Massachusetts, to quarantine for 14 days or until they are able to provide proof of a negative test result that meets the DPH standards.

Information for Employers

Employers are strongly discouraged from requiring or allowing business-related travel to non-lower-risk states, as indicated in red on the map (link: <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->).

Employers that permit employer-paid or -reimbursed travel to places other than COVID-19 lower-risk states should take measures to ensure employees comply with the Travel Order.

Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States.

The current list as of August 6, 2020 of COVID-19 lower-risk states includes:

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

New Hampshire

Vermont

Connecticut

New York

New Jersey

Maine

*This list of lower-risk states is subject to change based on health data metrics.

International Travel

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

Consult with the [U.S. Department of State website](#) for COVID-19 information regarding international travel.

All International travelers arriving in Massachusetts must complete the [Massachusetts Travel Form](#) and must quarantine for 14 days unless they can provide proof of a negative test result that meets the criteria stated above or they are covered by one of the other, limited exceptions.

Stop the Spread

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

We All Must Do Our Part to Stop the Spread: Protect Yourself and Others

- Avoid public places, including while traveling, if possible
- Massachusetts law requires you to wear a mask if
 - You are within 6 feet of distance from other individuals
 - In a situation or setting where you are unable to maintain 6 feet of distance from Others.
 - In a public business or public or private transportation carrier or for-hire vehicle
- Wash your hands often with soap and water for at least 20 seconds, especially before you eat
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your cough and sneezes with a tissue and discard it in a closed container
- Clean frequently touched surfaces and objects
- Stay home if you do not feel well, and notify your health care provider