

Travel Policy

The School is working hard to ensure the safety of its employees, families and students. To be successful, we need everyone to exercise prudence in their daily activities so as not to increase COVID-19 risks to our school community. One area of special concern is travel, particularly travel involving mass transportation such as planes, trains, buses and ferries and particularly travel to during the holiday season. The School strongly discourages unnecessary travel and asks that to the extent travel is necessary, you take precautions to minimize COVID-19 exposure.

Pre-Travel Notification: Any employee planning to or engaging in travel inside or outside of North Carolina shall notify their direct supervisor (Building Principal or Director) as soon as possible and prior to the commencement of such travel. The employee shall inform their supervisor of :

- The purpose of their travel;
- Whether the employee plan to attend events with gatherings of ten or more people;
- The mode of transportation; and
- Their expected date of return.

Post-Travel Notification and Return to Work: Prior to returning to work from travel inside or outside of North Carolina, the returning employee must contact their direct supervisor (Building Principal or Director) and provide the following information:

- Purpose of your travel;
- Whether you attended any events with gatherings of ten or more people;
- Whether you were in contact with anyone experiencing possible COVID-19 symptoms (defined below);
- Whether you are experiencing possible COVID-19 symptoms (defined below); and
- The date you returned from travel.

Employees are expected to truthfully provide such information. Failure to do so may have detrimental consequences to our community, placing others at risk, disrupting school operations, and resulting in unplanned school closure. In addition, any employee who does not provide truthful information will face disciplinary action up to and including termination.

COVID-19 Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Quarantine May be Required: Before being permitted to return to work, you will need to obtain approval from your direct supervisor. The School may require the returning employees to remain off campus for fourteen (14) calendar days from the date the employee returned from travel, including if the returning employee traveled to a higher exposure location, as

deemed by the School based upon CDC and other guidance regarding the current status of COVID-19 at the time. Returning employees should monitor their symptoms for 14 days and if they become ill and need to seek medical care, they should call ahead to their doctor's office and inform them of their recent travel or potential exposure. If the returning employee tests negative, he or she may be allowed to return earlier. Returning employees may also be required to provide medical certification that they are cleared to return to work.

If an employee chooses to travel and it is determined that the employee must remain off campus, the employee will either be required to telework, if the School determines that teleworking is possible, or required to use available paid time off, sick leave, Emergency Paid Sick Leave or any other applicable and available paid leave. Where paid leave is not available, is exhausted, or the employee is not eligible for such leave and teleworking is not possible (as determined by the School), the employee will be required to take unpaid leave.

Failure to comply with any aspect of this policy may result in disciplinary action up to and including termination.

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