

**UPDATED AS OF JULY 28, 2020**

**SUBJECT: IMPORTANT MESSAGE ABOUT OUT-OF-STATE TRAVEL**

Dear UConn and UConn Health Employees,

On July 21<sup>st</sup>, Governor Lamont issued Executive Order No. 7III instituting a mandatory quarantine for all travelers arriving in or returning to Connecticut from states with high prevalence of COVID-19 (“Affected States”). **This Order went into effect at 12:01 a.m. on Friday, July 24, 2020.**

Governor Lamont’s Executive Order updates and clarifies earlier guidance issued on June 24<sup>th</sup>. [The list of Affected States](#) requiring quarantine will be updated weekly by the state’s Department of Public Health.

It is important for employees planning a vacation that involves out-of-state travel to be aware of the [state’s list of Affected States](#) at all times and the requirement to quarantine for up to fourteen (14) days upon their return. Most importantly, employees need to be aware of the expectations and the impact to them as a result of the decision to travel to an Affected State.

UConn and UConn Health **strongly discourages** employees from *any* non-essential out-of-state travel to Affected States at this time. While we recognize that some instance of travel to Affected States cannot be avoided, all employees and managers need to be aware of the following travel requirements. It is the obligation of employees who are thinking about traveling out of state to know if a state is an Affected State in accordance with Executive Order 7III. Requirements for any employee traveling out of state to an Affected State:

- Employees are required to fill out a form (which can be found on the Human Resources Website) and notify their manager if they are planning to or have traveled to one of the identified Affected States.
- If employees are able to perform the functions of their job from home, employees will be permitted to telecommute for the recommended period of quarantine following return from an Affected State.
- Employees who travel to an Affected State for personal (as opposed to business) reasons, are unable to telecommute and are mandated by Executive Order 7III to quarantine for a period of time beyond the period of their pre-approved leave.
- Employees who were traveling at the time the Executive Order was issued on July 21<sup>st</sup> and who had not returned to Connecticut prior to July 24<sup>th</sup> must notify via email or telephone their manager upon their return to Connecticut. If the employee has not yet had paid COVID leave or did not utilize all 14 days and cannot telecommute, such employee will be granted paid COVID leave for all or a portion of the required period of quarantine. If an employee does not have any COVID leave an employee may utilize vacation, personal leave or compensatory time to cover all or a portion of the quarantine.
- Employees who were traveling from one of the Affected States that was not listed as an Affected State ***at the time the employee began their travel*** must notify via email or telephone their manager upon their return to Connecticut. If the employee has not yet had paid COVID leave or did not utilize all 14 days and cannot telecommute, such

employee will be granted paid COVID leave for all or a portion of the required period of quarantine. If an employee does not have any COVID leave an employee may utilize vacation, personal leave or compensatory time to cover all or a portion of the quarantine.

- Employees who travel to an Affected State for personal (as opposed to business) reasons and is beginning such travel on or after July 24<sup>th</sup> and who are unable to telecommute and are mandated by Executive Order 7III to quarantine for a period of time beyond the period of their pre-approved leave will be required to utilize any available vacation time to cover the period of their quarantine. If an employee does not have *sufficient* vacation time to cover the period of quarantine the employee will be placed on unpaid leave for the balance of the quarantine period. If an employee has *no* available vacation time to cover the period of quarantine, the employee will be placed on unpaid leave for the required period of quarantine. Any unpaid leave shall not be considered unauthorized leave.
- Please note that, at this time, the state's mandatory quarantine does not apply if an individual has spent less than twenty-four (24) hours in one or more Affected State(s) prior to arriving in Connecticut.
- An employee may be permitted to substitute a negative COVID-19 test result taken within 72 hours prior to returning to Connecticut for a period of quarantine if UConn or UConn Health determine that the employee is unable to self-quarantine. An employee permitted to substitute the above referenced test, may be allowed to return to work subject to additional conditions by which the employee shall be required to abide.
- An employee's out of state travel to an Affected State that is approved, related to their work in Connecticut and such travel is on official business will be required to adhere to the same standards applicable to those unable to quarantine as noted above.
- Employees in classified positions will continue to follow guidance issued by the Department of Administrative Services.

For more detailed information please see the accompanying *Frequently Asked Questions*.

Upon return to Connecticut, employees must provide appropriate documentation (e.g., boarding passes, car rental receipts, hotel invoices, etc.) to support need for leave upon return from travel. ***The failure to report travel from an Affected State could result in disciplinary action and a civil penalty for failure to comply with the Executive Order 7III requirements***

Questions on domestic travel may be sent to [hr@uconn.edu](mailto:hr@uconn.edu) or [hr-employeeresource@uchc.edu](mailto:hr-employeeresource@uchc.edu).

Thank you,

Human Resources

## Employee Domestic Travel Frequently Asked Questions

**I am traveling for personal reasons to an “Affected State,” – one of the states listed as a “quarantine” state by the Governor and DPH. Do I need to complete the travel form before I leave and would the quarantine apply to me upon return?**

Yes. Employees must complete the travel form for out-of-state domestic travel to an Affected State, and the fourteen (14) day quarantine applies to all personal travel to the states listed in accordance with the Governor’s Executive Order. It is the responsibility of the employee to know [which states are on the list](#) at all times since the list is updated weekly. Due to the fluid nature of the pandemic, UConn and UConn Health **strongly discourage all employees** from non-essential personal or professional out-of-state travel.

**When does the period of quarantine commence?**

The 14 calendar day quarantine period begins on the date that you depart any Affected State prior to your arrival in Connecticut.

**Are employees able to use accrued time, such as personal leave, holiday and compensatory time, to cover their quarantine period?**

Employees who can telecommute can continue to do so during the required period of quarantine.

An employee who traveled to a state that was on the quarantine list prior to the issuance of the Governor’s Executive Order on ***July 21, 2020 and returned to Connecticut after July 24, 2020*** will be permitted to utilize *up to* 14 calendar days of COVID leave, if such employee has not already utilized 14 calendar days of paid COVID leave. Employees may utilize the balance of such leave if they were not previously granted 14 days. If an employee is not eligible for paid COVID leave such employee may utilize vacation, compensatory time or personal leave time to cover the required period of quarantine.

For quarantine as a result of travel beginning on and after July 24, 2020, an employee unable to telecommute may **only** use available vacation time to cover the required period of quarantine. If the employee does not have vacation time sufficient to cover the period required for the quarantine the employee will be placed on unpaid leave. Employees will not be allowed to utilize holiday compensatory time, personal leave or other compensatory time. Sick time may not be used, unless the employee is or becomes ill.

**If I have to use unpaid time because I don’t have enough vacation time, will it be unauthorized?**

Up to 14 calendar days of unpaid time taken due to required quarantine will not be considered unauthorized leave.

**I was already traveling in a state when it was designated an Affected State by the Governor, am I required to quarantine upon my return to Connecticut?**

Yes. You are required to quarantine for up to 14 calendar days from the date you leave a state on the quarantine list. It is why your dates of travel are important to list on the travel form and why it is important to check in with your manager (remotely) upon your return to Connecticut.

**Can I be tested before I return to Connecticut to substitute for the quarantine period?**

No. The testing substitute has very narrow use. The Governor’s Executive Order states that an individual may have a negative COVID-19 test in the 72 hour period prior to arriving in Connecticut as a substitute for quarantine **only if** an individual is “unable to quarantine.” This exception is available to out-of-state travelers since, if an individual resides in Connecticut they are capable of quarantining for the required period. There may be some limited circumstances of an extraordinary nature as determined by UConn or UConn Health that would render an individual incapable of quarantining. Employees who can or are telecommuting can do so during the period of quarantine.

**Can I be tested after I return to Connecticut and substitute that for the quarantine? Is there any other testing alternative that can substitute for a quarantine period?**

No. Please see the above. The Governor’s Executive Order did not generally provide for a test to substitute for the period of quarantine. The expectation is that all who arrive in Connecticut after traveling to an Affected State will quarantine for 14 days after arrival. Very limited exceptions, also mentioned below, apply to those who travel to an Affected State for less than 24 hours and those who travel for essential UConn or UConn Health-related business.

**Are employees eligible for 14 calendar days of paid leave upon return from out-of-state travel to an Affected State?**

An employee may be eligible for up to 14 calendar days of paid leave only in the circumstance where the employee traveled for personal reasons to a state that was not on the quarantine list at the time the employee departed for the personal trip, but was subsequently designated an Affected State. Paid leave would apply in situations where the employee had not already received paid COVID related leave or if such leave was less than 14 calendar days. The foregoing is not applicable to employees who are able to telecommute; such employees do not need leave as they are paid for regular time.

**If I am required to travel to an Affected State for business that is directly related to the work I perform for UConn or UConn Health am I required to quarantine when I return to Connecticut?**

The Governor’s Executive Order provides an exemption from quarantine for those who work in critical infrastructure such as healthcare and public health and additionally for state employees that are traveling in their official capacity on state business in the circumstance where travel for business is required and directly related to the individual’s work in Connecticut. Although quarantine is not required in this circumstance under the Governor’s Executive Order, employees who return from Affected States may be subject to additional conditions by UConn or UConn Health before they are able to return to UConn facilities to work.

**If I am traveling through an Affected State but will only stop there briefly, have a layover at an airport in an Affected State, or will be dropping off my child at college - am I required to quarantine when I return to Connecticut?**

If you are merely passing through a state on the quarantine list or are in that state for less than twenty-four (24) hours you will not be required to quarantine.

**I will be beginning employment at UConn or UConn Health. If I am arriving from an Affected State should I arrive 14 days prior to my start date in order to quarantine?**

Yes. A prospective employee should make sure that the employee is aware of the quarantine requirements prior to traveling to Connecticut. If arriving from an Affected State, a prospective employee should plan to arrive in Connecticut with sufficient time to observe the required period of quarantine. An employee who will be telecommuting should discuss these circumstances with the employee's manager prior to arriving in Connecticut.

**What happens if I do not complete the necessary UConn or UConn Health travel forms?**

An employee who does not fill out the required travel forms, who makes misrepresentations on such forms or who fails to abide by any required quarantine may be subject to disciplinary action.

**What happens if I do not complete the State of Connecticut travel forms upon returning to Connecticut or I do not observe the quarantine?**

The Governor's Executive Order 7III provides that individuals may be subject to a civil penalty of up to \$1,000.00.

**Do I have to fill out both the UConn and UConn Health travel form and the form required by the Governor's Executive Order?**

Yes.

**Am I required to complete the travel form when I travel to a state that is not currently on the list of "Affected States"?**

No.

**Note: that classified employees are governed by guidance issued by the Department of Administrative Services.**