

Employee Domestic Travel Frequently Asked Questions

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- 1. (NEW) 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. There are two separate sets of forms that employees must fill out. First, you are required to notify Human Resources and fill out the University’s 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. In addition, employees must complete the Connecticut Travel Health Form for out-of-state domestic travel to an Affected State through the Department of Public Health.

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.

- 2. (NEW) What happens if I return to Connecticut from an Affected State on the list and during my period of quarantine that state is removed from the list of Affected States; do I still need to continue to quarantine?**

Yes, you are required to complete your quarantine even if the state from which you traveled was removed from the list of Affected States during your quarantine period. State guidance requires quarantine if you arrived/returned from an Affected State because you were present in the Affected State during the period when the infection rate exceeded the level established by Connecticut for quarantining.

- 3. (NEW) If I work in Connecticut but live in a state that is adjacent to Connecticut, and my home state is put on the list of Affected States, can I still go to work?**

Yes. The self-quarantine requirement does not apply to residents of adjacent Affected States who must come into Connecticut for work, so long as your stay in Connecticut is less than 24 hours OR you are employed in critical infrastructure work as designated by the Cybersecurity and Infrastructure Security Agency. Employees who live in adjacent Affected States are encouraged to seek telecommuting arrangements; however, if you are not approved for telecommuting, you are permitted to come to work. In such cases, you are strongly encouraged to limit contacts while in Connecticut.

- 4. (NEW) If I am traveling to an Affected State to fulfill my annual training requirements for the Connecticut National Guard or military reserves, am I required to quarantine?**

No. The Department of Public Health has provided guidance that Connecticut National Guard/Reserve Members travel for training is related to their Connecticut work (as members of the Connecticut National Guard). Traveling in their official capacity as members of the Connecticut National Guard would also make them subject to the exemption for essential workers.

5. (NEW) 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 to return to Connecticut, even if the state was not listed as an Affected State when you left. If you spend less than 24 hours in an Affected State you are not required to quarantine, such as a day trip. 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.

6. 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.

7. 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.

For managers, confidential employees, and employees in UCPEA, UHP, and AAUP, the following rules apply:

An employee who traveled to a state that was not on the quarantine list but was added to the quarantine list while the employee is traveling there 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.

If an employee travels to state when it is listed as an Affected State and is unable to telecommute, such employee 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.

Employees in classified unions are governed by guidance issued by the Department of Administrative Services.

8. 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.

9. If I recently returned from state that was not listed as an Affected State when I traveled there, but was added to the list shortly after I returned, am I required to quarantine?

No. If the state was not listed as an Affected State when you traveled there, you are not required to quarantine.

10. 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.

11. 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.

12. 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 (10 work 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.

13. 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.

14. If I am traveling through an Affected State but will only stop there briefly, have a layover at an airport there, 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.

15. 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.

16. 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.

17. 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.

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

Yes.

19. 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.