

## HUMAN RESOURCES



### MEMORANDUM

**To:** All Staff  
**From:** Kelly Harper, Human Resources Director  
**Date:** 08/21/2020  
**Re:** Clarification on the Covid Travel Policy

---

The City of Portsmouth Covid Travel Policy is in place to keep employees safe during this global pandemic. We understand the need for employees to utilize time away from work, however we want to maintain a safe working environment for all. Therefore we are clarifying the following for the policy which was updated on 08.11.2020:

For employees who booked travel outside of the New England states and this travel is non-refundable, we will be allowing a one-time exception to item #7 in the policy. Employees who can work from home upon return may do so, not utilizing any leave time. Employees who cannot work from home when they return, will be provided with 2 weeks of Emergency Paid Sick Leave under the Families First Coronavirus Response Act, not utilizing any leave time. If you have booked travel, you will need to notify the Human Resources Department with the dates and destination of your travel by August 31<sup>st</sup>, 2020 by clicking on the link below. There will be no exceptions made after this date. <https://forms.gle/GVyoY7XVvYlBqZzXv9>

For employees who experience a family emergency and have the need to travel outside the New England states, we ask that they contact Human Resources. Employees who cannot work from home when they return, will be provided with 2 weeks of Emergency Paid Sick Leave under the Families First Coronavirus Response Act, not utilizing any leave time.

The Families First Coronavirus Response Act "FFCRA" provides 2 weeks' paid sick leave for those who are required to quarantine because of a National, State or Local quarantine order. Any employee who voluntarily travels outside of the New England states, stated in the policy, knowing that our policy is going to require them to quarantine upon their return, and cannot work from home during that quarantine, will need to utilize 2 weeks of Emergency Paid Sick Leave under the Families First Coronavirus Response Act, not utilizing any leave time.

Please note that under the current Families First Coronavirus Response Act, you are only entitled to up to 80 hours of leave under the Emergency Paid Sick Leave, so if you utilize it for quarantining, you will not have it available in the future. In future cases where you might need to quarantine, you will need to utilize your own leave time to do so.

As usual, Supervisors will be responsible for approving or denying leave requests.

The City of Portsmouth Families First Policy **does not** apply to emergency responders. Please work with your Supervisor if you are an emergency responder and need clarification on how any of the above scenarios will be dealt with.

This policy is in place so that no one enters a City Facility after traveling outside of the New England states for 14 days. We appreciate everyone's understanding and professionalism during this incredibly trying time.