

To: All Employees
Date: June 9, 2020
RE: COVID-19 Travel Directive

The Washington County Sheriff's Office is committed to minimizing the spread of COVID-19 and continuing to ensure that necessary services provided by the Sheriff's Office will remain open and available to the public. This is especially vital in certain areas of county government, including the Sheriff's Office. In an effort to minimize the likelihood of COVID-19 being brought into our facility, and to be able to adequately staff extended absences that may be created by a need to quarantine, the following travel-related policy is effective immediately and will remain in place during the state of public health emergency as declared by the Arkansas Governor or Washington County Judge due to COVID-19, whichever is in effect longer.

All employees must notify their supervisor and receive approval if planning to travel to any location deemed a "Hot Spot" by the Arkansas Department of Health's directive, which requires a 14-day quarantine upon return of such travel. Currently, these locations are - any international location, New York, New Jersey, Connecticut and New Orleans. The "Hot Spot" locations are subject to change by the Arkansas Department of Health. All updated directives are located on the ADH website at <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>. Employees shall report the following to their supervisors: a) date(s) of travel, b) location of destination(s).

Any employee who voluntarily travels to a location deemed a "Hot Spot" by the Arkansas Department of Health's directive, which requires a 14-day quarantine upon return of such travel, will be required to use their own accrued vacation or comp time while under the 14-day quarantine. If the employee exhausts all of their accrued vacation and comp time prior to the completion of the 14-day quarantine, then the remaining time will be leave without pay. Employees are not to use sick time for the 14-day quarantine due to their voluntary travel to these "Hot Spot" locations.

Upon return from any travel outside your local community (which is travel that is different from everyday activities) and prior to the employee's return to work, the employee shall report any known exposure to COVID-19 positive individuals during travel, and if the employee has developed any COVID-19 symptoms as outlined by the CDC. It is the employee's responsibility to be familiar with the symptoms and to report accordingly. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees who engage in travel, as defined above, but fail to receive approval beforehand may be subject to discipline, up to and including termination. Employees who experience symptoms of COVID-19, as outlined by the CDC, and fail to report those symptoms prior to reporting to duty may be subject to discipline, up to and including termination.