



SEWARD COUNTY, KANSAS  
515 N. WASHINGTON AVE., SUITE 204  
LIBERAL, KANSAS 67901-3462  
620-626-3327 (PHONE) 620-626-3397 (FAX)

<b>DEPARTMENT: HUMAN RESOURCES</b>	<b>SUBJECT: COVID-19 LEAVE AND TRAVEL RESTRICTIONS FOR COUNTY EMPLOYEES</b>
<b>EFFECTIVE: MARCH 31, 2020</b>	<b>AUTHORIZATION APPROVAL: MARCH 31, 2020</b>

### **TRAVEL POLICY IN CONNECTION WITH COVID-19 OUTBREAK**

To ensure the safety of our employees and the public, and in compliance with any active Seward County Emergency Health Orders, including Orders issued by the KDHE and the CDC, we are implementing the following travel policy which is effective immediately until further notice. All non-essential business travel is eliminated until further notice, as determined by the Seward County Commission on March 16, 2020.

**INTERNATIONAL TRAVEL** (KDHE has mandated that all international travel will result in a 14 day quarantine<sup>1</sup>).

If you have personal travel plans to any international country or if you plan to take a cruise:

- We strongly encourage you to reschedule any travel plans that include travel or transiting through all international countries due to travel risk <sup>2</sup>.
- If you decide to travel internationally, you must notify your Department Head and the Human Resources Director of your travel plans, before you leave, and check in with those individuals upon your return so you can be cleared to return to work.
- If you travel internationally or take a cruise, you will be subject to a minimum 14-day quarantine (quarantine requirements are described later in this policy). The 14-day period will begin the day you return to the State of Kansas, from your international travel. You will not be allowed to return to work unless you quarantine for the entire 14-day period. If you choose to travel despite this warning, you will be permitted to use any unused personal time off benefit during the quarantine period. If you do not have any personal time off available, the quarantine period will be unpaid.
- If an employee becomes ill while traveling or within 14-days after returning from travel, they should notify their Department Head, the Human Resource Director, and seek appropriate medical care. Depending on the illness and symptoms, employees may be removed from the schedule and asked to provide a doctor's release prior to returning to work.
- If you have traveled internationally or taken a cruise since March 15, 2020, please contact the Human Resources Director, at 620-626-3327.

<sup>1</sup> <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

<sup>2</sup> <https://wwwnc.cdc.gov/travel/destinations/list>



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### **U.S. TRAVEL (including Puerto Rico):**

The CDC is not currently restricting travel to other states in the U.S., even those that have a higher number of confirmed Covid-19 cases. However, KDHE and Seward County have provided travel related quarantine guidelines when traveling domestically.

- If you are traveling to a State or locality identified by KDHE, or any Seward County Emergency Health Order as a requiring a 14-day quarantine period, you must notify your Department Head and the Human Resource Director of your destination and travel dates, in writing, before you leave.
- Upon your return, but before reporting to work, you must notify your Department Head and the Human Resource Director. If you have traveled to any high-risk areas, as indicated by KDHE or Seward County, you will be subject to a minimum 14-day quarantine (as defined in this policy). You may use unused personal time off (PTO) during this quarantine period. Otherwise, the leave will be unpaid.

We ask that all employees use prudent judgment when making travel plans. Remain vigilant, avoid large gatherings, and practice social distancing. Follow the CDC's best practices regarding washing your hands and not touching your face. Anyone with a fever should stay home from work until you have recovered.

### **POTENTIAL COVID-19 SYMPTOMS OR DIAGNOSIS:**

If you call in to report that you will miss work because of an illness, you must share any information that relates to COVID-19 symptoms. If you are diagnosed with, or presumed to have COVID-19, you must immediately inform Human Resources. Self-identification is critical to our ability to keep all of us – and the public that we serve – safe and healthy.

### **WHEN TO NOTIFY HR REGARDING COVID-19 EXPOSURE:**

- If you have had close contact (within 6 feet) of someone who is suspected of having, or has been confirmed with, COVID-19, do not return to work—call Human Resources Director, Maria Aguilar at 620-626-3327. Do not return to work until you have spoken to Human Resources.
- If you have had close contact (within 6 feet) with someone who has traveled to a CDC, KDHE, Seward County, or other restricted area listed on any active local health order, or otherwise restricted area in the last 14 days, do not return to work—call Human Resources Director, Maria Aguilar at 620-626-3327. Do not return to work until you have spoken to Human Resources.
- If you have been told by a medical professional or state or federal agency to self-isolate, self-quarantine, self-monitor, or otherwise been advised of a potential COVID-19 exposure, do not return to work—call Human Resources Director, Maria Aguilar at 620-626-3327. Do not return to work until you have spoken to Human Resources.



### **WHAT DOES “QUARANTINE” MEAN FOR THE PURPOSES OF THIS POLICY?**

Quarantine refers to the separation and restriction of movement of people who have been exposed to or who potentially have been exposed to COVID-19, but who appear healthy and do not show symptoms of the virus. For purposes of this policy, quarantine is mandatory and means that if you are required to “quarantine” you are required to stay at home, for a minimum of 14 days. “Stay at home” means you are required to stay at home (don’t go to work, school, the park, or any other public or private places including the grocery store, Wal-Mart, other general stores, or gatherings of any kind). A quarantine can also take place in a hospital or in other dedicated facilities.

### **Other considerations**

If you are required to or recommended to quarantine at home, please take into consideration the following:

- Self-monitor for COVID-19 symptoms, including fever of any grade, cough, or difficulty breathing. If symptoms develop, call your local health care services for advice.
- If you have any COVID-19 related symptoms, use a medical facemask to protect those around you from getting infected. The CDC has recommended the use of facemasks even if you are asymptomatic.
- Arrange with your supervisor/director to work from home, if possible.
- Clean and disinfect your home, particularly frequently touched surfaces and toilets.
- Activate your support system: ask friends, neighbors, or community health care workers to help with essential errands
- Avoid contact with others
- Keep your distance from others (about 6 feet or 2 meters)

**This policy is fluid and is subject to change as the situation evolves.** We appreciate that these restrictions are not perfect, but they represent an effort on the part of Seward County to try to control the impact of this disease on our employees, residents, and the public.

We thank you for your cooperation as we work together to meet the challenges posed by Covid-19.

**Violation of this policy, including failure or refusal to stay at home during the required quarantine period, may result in discipline, including and up to termination.**