



# City of Cranston COVID 19 Discretionary Travel Policy

## **Purpose:**

To provide all City of Cranston personnel, not including sworn police and fire, with protocols to be followed when engaged in discretionary travel to states designated by the Rhode Island Department Health as high risk due to substantial COVID-19 “positivity rates by population”, or international destinations. This policy aligns with the Governor’s executive order regarding travel to and from the State of Rhode Island during the COVID-19 pandemic and is intended to limit all personnel and the public from potential exposure to the virus.

## **I. Definitions:**

### *a. Discretionary travel*

- Travel for non-work-related purposes, such as leisure

### *b. High COVID-19 Positivity state*

- Any state with a positivity rate of 5% or greater (refer to the Rhode Island Department of Health website for a list of high-risk states).

### *c. International Travel*

- Travel outside of the continental United States
- Automatically presumed to be high risk, with same restrictions applying as High COVID-19 Positivity states.

### *d. Covid-19 test*

- Testing performed at any Center for Disease Control approved testing facility.

## **II. Procedures:**

- ### *a. Notify your supervisor/director via email as soon as practical of any plans to travel to a high positivity state or international destination*

- b. Any personnel traveling for discretionary, non-work-related purposes out of the state to a high COVID positivity state or outside of the United States will do the following:
  - i. Make arrangements to take a COVID-19 test within 72 hours prior to returning to Rhode Island, or as soon as possible upon arriving back in state. All personnel who travel internationally are required to take a COVID-19 test in Rhode Island.
  - ii. All personnel will not be permitted to return to work or visit any department buildings, until a negative COVID-19 test result has been forwarded to your supervisor/director and the City Personnel Director; and you are asymptomatic.
  - iii. Once a negative test result has been received, essential employees will be allowed to return to work but must adhere to strict COVID-19 safety protocols previously put into place for a period of 14-days upon his or her arrival back in Rhode Island. These protocols include, but are not limited to, wearing a mask while inside all Cranston buildings, practice six-foot social distancing, limiting time in communal spaces and avoiding unnecessary contact with other persons. All employees are also responsible for sanitizing their workstations and surfaces they may come in to contact with.
  - iv. Personnel exhibiting symptoms of COVID-19 will remain out of work in accordance with RIDOH guidelines and departmental COVID-19 policy.
- c. While waiting to receive a COVID-19 test and subsequent result, the employee will be required to use his or her own banked time, i.e. vacation, comp or personal time. Sick time will not be approved for these days unless the employee exhibits signs of illness or they apply for quarantine leave through the Families First Corona Virus Act and are approved. COVID-19 positive employees will be carried on sick time.
- d. Additional information can be accessed on the RIDOH website ([health.ri.gov](http://health.ri.gov)). COVID-19 tests can be arranged through your primary care physician, the Rhode Island Department of Health or various private vendors such as Walgreens and CVS pharmacies.

#### **IV. Responsibility**

- a. It shall be the responsibility of all personnel to familiarize themselves and comply with this order.

**This policy will be in effect as of October 9, 2020 and will supersede any previous policy or communication on the topic.**