**[DATE]**

Due to the ongoing pandemic, travel outside of the local area continues to carry increased risk for COVID-19 transmission and many of you may be considering or re-evaluating your vacation and travel plans. **[Company Name]** is mindful of the ongoing COVID-19 pandemic, as well as the many travel restrictions put in place by Massachusetts Governor Baker and other regional administrations. In light of this, we will be reviewing all new and previously-approved vacation requests for the remainder of the year. As part of our review, we may request information regarding your destination and plans while away from the office.

**[Company Name]** strongly discourages all employees from any non-essential out-of-state travel to affected states at this time. It is important for employees planning a vacation or other non-work-related travel out-of-state to be aware of the [Affected States](https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states-) and the requirements to complete a MA Travel Form, and to quarantine for up to fourteen (14) days upon return or to obtain and produce a negative COVID test result.

Most importantly, colleagues need to be aware of the expectations and the impact to them and the organization from a decision to travel to an Affected State.  It is your responsibility to know if a state you wish to travel to is on the restricted state list.

Unless the travel is otherwise exempt, should you travel to one of the Affected States, there are two avenues for your return to work:

1. **14 day mandatory Quarantine:** Upon return from an identified Affected State, you must quarantine for 14 days on arrival to your home.
2. **Testing Option:**   A traveler may be released from quarantine if they can provide a negative test from an FDA approved swab test obtained within 72 hours before their arrival back into MA or after their return.

The state’s mandatory quarantine does not apply if an individual has spent less than twenty-four (24) hours in one or more Affected State(s) prior to arriving in Massachusetts.

Employees who travel to an Affected State for personal reasons and are unable to telecommute during their quarantine period can use their EPSL time (if not already taken) or will be required to utilize available vacation time/PTO to cover the period of their quarantine. Colleagues will be placed on unpaid leave for the balance of the quarantine period if they do not have sufficient vacation time/PTO to cover the period of quarantine.

Please direct any questions or concerns to the Human Resources Department.