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To: All Employees  
From: Scott Paterson – EHS Manager  
Date: August 10, 2020  
Subject: Return or Travel to Tri-State Area (Connecticut, New York, New Jersey) and Massachusetts

### **Tri-State Travel Advisory**

As many of you know, the governors of Connecticut, New York and New Jersey have issued an Order mandating that individuals who travel to or return to these states from a state with elevated numbers of positive COVID-19 cases self-quarantine for 14 days upon return. These restrictions took effect on **July 24, 2020** and apply to individuals who spent 24 hours or longer in an affected state within the 14 days prior to traveling or returning to the Tri-State area. The governor of Massachusetts issued a similar travel order on August 1, 2020.

For the Tri-State area the number of affected states changes since it is based on the measurement of positive COVID-19 cases so a state may not be listed one day and appear on the list the next day. As of the date of this communication, there were 34 states, Washington D.C., and Puerto Rico on the list, as follows: Alaska; Alabama; Arkansas; Arizona; California; Florida; Georgia; Iowa; Idaho; Illinois; Indiana; Kansas; Kentucky; Louisiana; Maryland; Minnesota; Missouri; Mississippi; Montana; North Carolina; North Dakota; Nebraska; New Mexico; Nevada; Ohio; Oklahoma; Puerto Rico; Rhode Island; South Carolina; Tennessee; Texas; Utah; Virginia; Washington; and Wisconsin. For the most updated list of states for which the restrictions apply, please visit:

**Connecticut** - <https://portal.ct.gov/Coronavirus/travel>

**New York** - <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

**New Jersey** - <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

All individuals traveling or returning to Connecticut, New York, and New Jersey from an affected state must complete a Travel Health Form.

**Connecticut** - <https://appengine.egov.com/apps/ct/DPH/Connecticut-Travel-Health-Form>

**New York** - <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>

**New Jersey** - <https://covid19.nj.gov/forms/njtravel>

There are exceptions to these restrictions including employees traveling for work who are employed in an industry in critical infrastructure. There is also an exception for individuals for whom it would not be possible to self-quarantine. Such individuals must have a negative COVID-19 test result in the 72 hours prior to arriving in Connecticut and provide written proof of the result to the Commissioner of Public Health.

### **Commonwealth of Massachusetts COVID-19 Travel Order**

The commonwealth of Massachusetts has issued an order mandating that individuals who travel to or return to Massachusetts from a higher risk state with elevated numbers of positive COVID-19 cases self-quarantine for 14 days upon return. These restrictions took effect August 1, 2020 and apply to any individuals who do not meet any of the exemptions listed on the order. - <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->

The Commonwealth of Massachusetts COVID-19 Travel Order sets its travel restriction based on lower risk states versus affected states. As of this date the current list of low risk states is as follows: Connecticut; Hawaii; Maine; New Hampshire; New Jersey; New York; Rhode Island; and Vermont.

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All individuals traveling or returning to Massachusetts from higher risk states must complete a Travel Health Form. - <https://www.mass.gov/forms/massachusetts-travel-form>

### **Our Policy**

Based on the Governor's Order, any Simoniz employee who returns to Tri-State Area or Massachusetts from an affected/higher risk state on the lists, as of the date of return, must self-quarantine for 14 days upon return and cannot physically report to work. Depending on the employee's position, employees may or may not be able to work remotely during self-quarantine, if working remotely is not an option an employee can return to work after receiving a negative COVID-19 test result. Time spent during self-quarantine will not be paid unless there is paid time or paid benefits that may apply or if required by law.

Employees should continue to request time off from their Supervisor using normal leave procedures. All employees will be asked whether they are travelling out of-state and if so, to which state. This may impact the approval/denial of the time off. All employees returning to Connecticut from out-of-state must check the travel advisory (link above) before reporting to work since the list of affected state may have changed. If there has been any such change, the employee cannot return to work and must notify their Supervisor. If travel is approved, employees should speak with Human Resources if they believe they will be required to self-quarantine to discuss the logistics. If there is any confusion about whether an employee must self-quarantine, he/she may not report to any Simoniz facility without speaking with Human Resources. All employees must be accurate and complete in the information they provide to Simoniz. Please contact Human Resources with any questions or concerns.