

HUMAN RESOURCES POLICY MANUAL

Personal Travel under COVID-19

SCOPE:

This policy applies to Shodair children's hospital and its affiliates with employees who provide services for Shodair. References to facility or facilities throughout the policy are meant to include the hospital and/or its affiliates with employees providing services in outpatient locations.

PURPOSE:

Shodair Children's Hospital is committed to maintain a safe environment for patients, visitors and staff and continuous to monitor developments in the impact and transmission of coronavirus (COVID-19) and strives to follow the available best practices recommended by governing health authorities and the CDC (Center for Disease Control). In the interests of employee health and safety, Shodair Children's Hospital is implementing the following precautions which will restrict an employees' return to work following personal travel, as may be updated from time to time.

POLICY:

Employee Duty to Disclose Personal Travel.

- A. Employees are strongly encouraged to avoid all non-essential personal travel outside the state of Montana. This includes federal recreational parks which cross state lines.
- B. Employees are required to provide prompt, pre-disclosure to their immediate manager/director and Human Resources of any travel plans they may have to travel outside of Montana within the next two (2) months from July 1, 2020 to September 1, 2020.
- C. Human Resources will collect and document the following information which will be used solely for the purpose of this policy and will, at all times, remain confidential in accordance with all relevant Shodair policies:

Name

Position

Work location

Travel destination

Dates departing and returning to Montana

- D. Self-Isolation Period: As essential healthcare workers, all staff are expected to return to work following their personal travel on the designated date. If employees are directed by a healthcare provider to self-isolate due to the voluntary personal travel. Shodair Children's Hospital will direct employees to take PL (Personal Leave) or take the leave as unpaid otherwise subject to any applicable statutory FMLA or disability leave of absence regulations.

- E. Return to Work: All employees who take personal travel outside of Montana are required to contact director/supervisor or Human Resources at 444-7506 prior to returning to the workplace.

- F. Compliance: Non-compliance with this policy will result in the progressive discipline process and policy

STATE LAW:

Nothing in this policy is intended to restrict whatever rights you may have under Federal, State, local laws nor collective bargaining agreement.

REFERENCES:

[HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/INDEX.HTML](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

TRAVEL FORM

Name: _____

Position: _____

Work location: _____

Travel destination: _____

Dates departing and returning to Montana: _____

Please return this form to HR prior to your vacation.