

Staff Guidelines for Travel

This notice is for employees regarding precautions Amego is taking to ensure the health and safety of all Individuals served as well as all employees in response to the emerging COVID-19 virus.

All staff are expected to follow these guidelines for any upcoming travel plans:

- Currently it is not advisable to travel anywhere in or out of the country. However, if you do choose to travel, upon your return you must contact your immediate supervisor for further instructions before returning to work.
- Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the HR department for direction as soon as possible.
- Employees returning from travel who do not exhibit virus-like symptoms must contact HR upon return and may be directed to self-isolate for a period of 2 weeks prior to returning to the workplace.
- Employees returning from travel should monitor themselves daily for a fever of greater than 100.4, coughing or shortness of breath.
- Employees displaying signs and symptoms of any virus (Flu or COVID-19) may not return to work until they have been fever free (below 100.4) for 24 hours without the use of medications.

These guidelines will be in place until further notice. Please carefully consider any travel plans you may be considering. We must do everything that we can to ensure the health and safety of all the people we serve and you, our employees.

Amego's leadership team will work with impacted employees during this period. Please contact your immediate supervisor if you have questions or concerns.

Employees will be paid for any time they are out during this period by using earned time or will be paid future earned time in the event that their time is exhausted. Employees will be expected to return to their regular positions upon return.