



11.25.2020

### Updated Travel Guidelines

Since each travel situation is unique, employees are encouraged to speak with your supervisor or manager about any concerns they may have in following the correct procedures recommended by the Commonwealth of Massachusetts, and these guidelines from Haartz.

If traveling by plane, the traveler must be tested after their arrival back in MA, and obtain a negative PCR test before returning to work.

- The traveler should plan ahead. The HR department can facilitate a PCR test reservation at Emerson Hospital immediately on their return.
- The cost of the test will be paid by the individual for personal travel through payroll deduction, and by the Company for business travel.
- If traveling locally by car (within one day), and observing “normal” safety protocols (masks, distance, hygiene, avoiding large groups), there is no additional testing needed after returning to MA.
- If traveling out of state by car for more than one day, or traveling with a group, or getting together with large groups at their destination, a negative PCR test is needed upon return to MA.
  - As mentioned previously, the traveler should plan ahead, and schedule the test in advance to minimize time away from work.
- If traveling out of state for business by car, the supervisor / manager should review the details of the planned travel, consider potential exposure levels, and decide if a PCR test is appropriate upon return of the traveler to MA.

Thank you for your efforts in maintaining a safe workplace.

John Fox  
President