
TRAVELLING/COMMUTING MEASURES:

- All work trips and events –will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, see the [Remote Meeting Advisory](#) on the Town website.
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- **International and Inter-State Travel Alert:** Effective August 1, 2020, all travelers and residents returning to Massachusetts are required to follow the new [COVID-19 travel order](#) from Governor Baker's office as follows:

All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the [Massachusetts Travel Form](#) prior to arrival, unless you are visiting from a lower-risk state designated by the [Department of Public Health](#).
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.

If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.

[Please click here for more information and exemptions.](#)

As an employee, you will need to notify your department head or human resources of any out-of-state travel plans, to determine if you will be required to quarantine upon your return, and of any testing requirements to be able to return to work.

Please note, if you voluntarily travel to a state that requires the two-week quarantine upon return to the Commonwealth and you are unable to telework, you will be required to use your own accrued sick, vacation or personal time. You will also be asked not to come into physical contact with any colleagues during this time

Additionally, if your vacation request requires said two week quarantine upon return to Massachusetts, approval for leave will be contingent on the availability of staff to cover shifts and work volumes in the department, given that the employee will need to be out of work for two additional weeks upon their return.

Nothing in this policy shall prohibit eligibility for leave under the Family Medical Leave Act, MA Parental Leave Act or any other Federal or State law mandating leave for certain provisions. Leave required for bereavement or sickness of an immediate family member, will be approved following Personnel by-law or respective Collective Bargaining Agreements articles.

Amended July 28, 2020