



Kendrys Vasquez
Mayor of Lawrence

CITY OF LAWRENCE

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EMPLOYEE RETURN TO WORK AFTER PERSONAL TRAVEL POLICY – COVID19

EFFECTIVE MARCH 12, 2020 (updated 3/18/2021 – changes in **RED)**

This policy has been enacted in consideration of the current Massachusetts quarantine orders¹, CDC advisories, and the health and welfare of all City of Lawrence employees, in order to minimize the spread of COVID-19. For this reason, the City has designated certain protocols regarding an employee's return to work after they have traveled for personal reasons.

Before you travel for personal reasons, the City of Lawrence encourages you to consult the MA Department of Public Health (“DPH”) website to determine those areas designated as lower risk COVID-19 states.

If after **March 18, 2021**, an employee is planning to return to work after traveling for personal reasons to areas outside of those states designated by the MA DPH as a lower risk COVID-19 state, they must self-quarantine for **10 days** prior to their return to work in Massachusetts to monitor for COVID-19 symptoms, unless an exemption applies. If the employee is able to telework during the 10-day self-quarantine period, they must make arrangements with their supervisor prior to leaving to ensure that they are set up to telework upon their return. If the employee is unable to telework, they must use their accrued time off

¹ Effective August 1, 2020, Massachusetts Governor Charlie Baker issued an order to all individuals traveling to Massachusetts instructing a 14-day self-quarantine upon return to the state from all areas other than those designated by DPH as lower risk COVID-19 states.



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during this 10-day self-quarantine period, unless they are eligible for some other type of paid leave. Prior to returning to work after the 10-day self-quarantine, the employee may also be asked to provide a letter or certification indicating that they have been cleared to return to work.

The following employees are exempt from this quarantine order and able to return to work:

- (1) Employees who have taken a DPH approved COVID-19 test not longer than 72 hours before their arrival to MA and received a negative result. If the employee has taken a test but has not receive the result until after returning back to MA or taken a test in MA, they must quarantine and remain out of work until they have receive the results and the results are negative.
- (2) Individuals who are COVID-19 recovered, meaning individuals who tested positive more than 10 days but less than 90 days ago and who do not have symptoms, do not need to quarantine upon arrival to Massachusetts. COVID-19 recovered individuals arriving in MA must have documentation of the positive test result if available. The exception for COVID-19 recovered individuals does not include COVID-19 recovered individuals who have symptoms of COVID-19.
- (3) Individuals who have received two doses of either Moderna or Pfizer COVID-19 vaccines or who have received a single dose of the Janssen vaccine more than 14 days ago and who do not have symptoms do not need to quarantine upon returning to MA. COVID-19 vaccinated individuals must provide proof of vaccinations including the date



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of administration if asked. The exception for vaccinated individuals does not include individuals with symptoms of COVID-19.

Simultaneous with any leave request, all employees must certify whether or not their personal plans will take them outside the designated low risk COVID-19 states. This is to determine whether an employee's personal travel plans will ultimately require a 10-day self-quarantine period upon the employee's return to work in Massachusetts. Any employee's leave request may be **denied** if, due to staffing levels, the department is unable to accommodate the employee's request coupled with the 10-day self-quarantine period.

Employees absent beyond the approved time off request and the 10-day self-quarantine period must comply with existing rules and policies governing attendance, leaves of absence, and use of benefit time. This policy will remain in effect until further notice and is subject to change.