



TOWN OF AUBURN
COVID-19 VACATION TRAVEL
EXECUTIVE ORDER NO. 3
(ISSUED: 7-31-20, REVISED 8-5-20)

I. INTRODUCTION.

This Executive Order (“Order”) is temporary and is in response to the COVID-19 coronavirus pandemic. This Order will remain in effect until Governor Baker’s COVID-19 Order No. 45 (“State Order”) expires, or is amended. The Town reserves the right to modify, amend, alter, supplement or rescind this Executive Order at any time.

WHEREAS, there exists the public health State of Emergency on a federal, state and local level, because of the Coronavirus Pandemic

WHEREAS, the Town of Auburn, Massachusetts has taken numerous steps to protect the public and our employees from exposure to the Covid-19 virus and to curb the spread of the disease.

WHEREAS, on July 24, 2020 Governor Baker issued COVID-19 Order No. 45 adopting a mandatory 14-day quarantine for travelers arriving in Massachusetts.

WHEREAS, the effective date of the State Order is August 1, 2020.

WHEREAS, the State Order applies both to residents of Massachusetts returning from out-of-State travel and to residents of other States and any other persons who come to Massachusetts for personal or business travel.

WHEREAS, any person entering Massachusetts beginning August 1, 2020 must comply with the State Travel Order and are required to quarantine for 14 days on arrival unless otherwise exempted as detailed in the State’s Order #45 (copied below).

WHEREAS, travelers who do not comply with these rules may be subject to a civil fine of \$500 per day.

II. ORDER #45 EXEMPTIONS TO QUARANTINE REQUIREMENT.

There are three (3) exemptions to the quarantine requirement. The following persons are not required to quarantine upon entering Massachusetts:

1. Travelers Entering from lower-risk States:

Travelers arriving from States designated by the Commonwealth of Massachusetts as “COVID-19 lower-risk States” are not subject to the quarantine requirement. Travelers will be treated as “arriving from” a COVID-19 lower-risk State if they are coming to Massachusetts from one of the listed States and, aside from merely transitory travel, they have not been present in any State or jurisdiction not designated as a COVID-19 lower-risk State in the last 14 days. The list of “COVID-19 lower-risk States” is subject to change and is updated by the State.

2. Travelers Who Meet the 72-Hour COVID Test Rule:

Travelers are exempt from the quarantine requirement if they have received a negative result from a COVID-19 PCR test as defined under the State Order based on a sample obtained not longer than 72 hours before their arrival in Massachusetts. Travelers must arrange for the test at their own expense. Results of antibody (serology) tests are not accepted for this exemption. A traveler relying on the 72-hour test rule must be prepared to provide proof of the negative test result to the Town.

If you took a test prior to your arrival but have not received your negative result, you **MUST** quarantine until you receive the negative result. You may obtain a test at your own expense after your arrival in Massachusetts, but you **MUST** quarantine until you obtain a negative result.

3. Limited Circumstance-Specific Exemptions:

People who travel into Massachusetts in any of the exempt circumstances specifically defined in the State Order are not required to quarantine for 14 days.

III. ORDER.

The following Vacation and Travel requirements are established for all Town of Auburn employees.

1. The Town of Auburn employees are strongly encouraged **not** to travel to States that are not designated by the Commonwealth of Massachusetts as “COVID-19 lower-risk States.”

2. All employees must fill out the new Vacation Request Form (Attached) which requires the signature of the employee and approved signed authorization from the Department Head.

3. If an employee chooses to travel to States or areas that are not designated as “COVID-19 lower-risk States”, and the employee does not meet any of the exemptions to the State Order, the employee must do **one** of the following:

(a) Take a COVID-19 test (test must be a PCR test as defined under the State Order) no longer than 72 hours **prior to or upon arrival** in Massachusetts, and remain in quarantine until the test result is received. The employee shall provide the results to the Board of Health prior to entering the workplace. Employees who receive a negative result shall return to work after notification/proof of the negative result to their Department Head. Those employees must have their temperature checked and sign a self-certification form upon entering the workplace each day for the remainder of the 14-day quarantine period. The employee shall bear the cost of the test and may utilize their paid leave time (vacation, personal, compensatory or sick) while waiting for the results of the test.

(b) Self-quarantine for 14 days upon arrival in Massachusetts.

For employees who choose option (b) above to self-quarantine for 14 days upon arrival in Massachusetts, the following applies:

(a) Sick leave may not be used for the 14-day quarantine period if this option is chosen unless the employee becomes sick or has COVID-19 symptoms, at which point a doctor’s note will be required per the Town of Auburn Personnel Manual or per the terms of the employee’s respective Collective Bargaining Agreement. If the employee does not have sufficient accrued vacation, personal or compensatory leave time, the quarantine time will be unpaid leave.

(b) Employees may work remotely where possible during the quarantine period. The Department Head will make the determination as to whether the employee can work remotely, based upon whether the essential functions of his/her position can be performed remotely, subject to the approval of the Town Manager or the Assistant Town Manager.

(c) If remote work is only available part-time, the employee must use vacation, personal or and compensatory leave for those hours the employee is not working.

4. Employees who test positive for the COVID-19 coronavirus must follow State Department of Public Health requirements, and notify their Department Head and Board of Health upon receipt of the result.

5. Eligible employees who travel out of State to non-COVID-19 lower-risk States may be eligible for leave covered under the Family Friendly Coronavirus Relief Act (FFCRA). Certain positions have been excluded from coverage under the FFCRA and may be covered under a Collective Bargaining Memorandum of Agreement.

7. Employees arriving back in Massachusetts from a lower-risk state or who meet one of the limited circumstance-specific exemptions defined in the State Order do NOT need to fill out the Massachusetts Travel Form as defined in the State Order. All other employees, who arrive from any place other than a lower-risk State, must complete and submit the on-line Massachusetts Travel Form, whether they are arriving in Massachusetts by airplane, bus, train, automobile, or any other means.

8. Employees are reminded that they should not return to work if they are feeling ill, in order to preserve a strong workforce.

9. Employees who are unable to use their vacation leave due to the travel restrictions under COVID-19 Order No. 45 may carry over their FY21 unused vacation time to FY22.

IV. GUIDELINES.

Department Heads may issue guidelines to implement this Executive Order consistent with the Executive Order.

V. EFFECTIVE DATE.

This Policy will become effective August 1, 2020.

Promulgated by:



Julie A. Jacobson, Town Manager

Date: August 5, 2020 (Revised)