

	SUBJECT	SCOPE/DISTRIBUTION
	COVID-19 Business Travel Temporary Policy Notice	<input checked="" type="checkbox"/> ECH; <input checked="" type="checkbox"/> EMSO; <input checked="" type="checkbox"/> ERMMS <input checked="" type="checkbox"/> EASC; <input checked="" type="checkbox"/> ECHEC <input type="checkbox"/> Department:

PURPOSE: To protect employees, patients, and our community members from the possibility of contracting COVID-19 (Coronavirus Disease – 2019), business travel guidelines will be in place to determine travel eligibility and approval.

POLICY: While Evangelical Community Hospital (Evangelical) is not mandating vaccination for employment, employees will be required to be fully vaccinated, verified through the issuance of a COVID-19 badge ID sticker through Employee Health, in order to participate in business travel effective August 1, 2021 and until further notice.

For the purposes of this policy, business travel is defined as travel is away from the assigned work location outside the requirements for normal, day-to-day operations. Typically, business travel includes voluntary attendance at professional meetings, seminars, conferences that may require an overnight stay.

Additionally, while traveling for the Hospital or on Hospital business, fully vaccinated employees will be required to follow all CDC recommended pre-and post-travel precautions for approved domestic and international travel. Failure to follow all Hospital and CDC travel precautions relating to COVID-19 will be a violation of this policy and will subject employees to the Hospital's disciplinary procedures.

Beginning on August 1, 2021, for all domestic travel, defined as travel that is outside a 25-mile radius of Lewisburg, PA, and international travel (limited to CDC Level 1 or Level 2 destinations only), all employees requesting Hospital affiliated or Hospital funded travel must be fully vaccinated by their departure date or the travel request will not be approved. In accordance with CDC guidelines, individuals are considered fully vaccinated:

- Two weeks after receiving their second dose in a two-dose series (Pfizer or Moderna); or
- Two weeks after receiving a single dose vaccine (Johnson and Johnson Janssen).

All fully vaccinated employees must continue to follow the normal business process and seek permission from their appropriate Director, AVP, or VP to ensure that the requested travel is budgeted and approved before making travel arrangements.

In light of the ongoing COVID-19 pandemic; however, employees are asked to limit travel where possible and consider virtual options that might replace or reduce the need to travel. Evangelical reserves the right to cancel or not permit travel to domestic or international locations experiencing moderate to high spread even for vaccinated employees.

EMSO physicians and advanced practitioners, regardless of vaccination status, will continue to be allowed to convert CME days to be home CME days.

Domestic Travel

Fully vaccinated employees do not require COVID-19 testing before domestic travel, unless required by their destination. Vaccinated individuals should follow all CDC guidelines for domestic travel, including wearing a mask over your nose and mouth when using public transportation and while indoors in U.S. transportation hubs such as airports and stations, and other recommended precautions (such, as social distancing and hand washing/sanitizing), during travel. Employees who are traveling for work are expected to follow all state and local recommendations and requirements, including mask wearing and social distancing, for the locations they are visiting.

After travel, fully vaccinated employees do not need to quarantine but should self-monitor for COVID-19 symptoms. Employees who develop symptoms, have been exposed, or have tested positive for COVID-19 should follow the COVID Symptom and Exposure Self-Screening Policy and Attendance for COVID-19 policies in Policy Manager.

International Travel (Level 1 and Level 2 destinations only)

International travelers should consult the CDC's website for the latest travel health notices and COVID-19 travel recommendations by destination, and research the restrictions imposed in the country they plan to visit, as well as any U.S. government restrictions or requirements that could impact their return home and ability to return to work.

During travel, fully vaccinated employees should follow all CDC guidelines including wearing a mask over your nose and mouth when using public transportation and while indoors in U.S. transportation hubs such as airports and stations, and other recommended precautions (such, as social distancing, and hand washing/sanitizing). Employees who are traveling for work are expected to follow all COVID-19 recommendations and requirements of your destination, including testing, mask wearing, social distancing, etc.

After international travel, employees should follow all relevant CDC recommendations, which include getting tested within 3-5 days after travel. Asymptomatic, fully vaccinated employees do not need to quarantine after travel but should self-monitor for COVID-19 symptoms until testing is complete. Employees who develop symptoms, have been exposed, or have tested positive for COVID-19 should follow the COVID Symptom and Exposure Self-Screening Policy and Attendance for COVID-19 policies in Policy Manager.

Unvaccinated Employees

No business travel will be permitted for employees who are unvaccinated. In the case of unvaccinated employees, business travel must be replaced by virtual options.

PROCEDURE: Not Applicable

RESPONSIBILITIES:

The People and Culture department will have overall responsibility for the implementation of this policy.

DEFINITIONS: Not Applicable

DEVELOPED BY:	Rachel Smith	DATE:	04/06/2020
APPROVED BY:	Rachel Smith	DATE:	04/06/2020
APPROVED BY:	Michelle Lincoln	DATE:	04/06/2020
REVISION(S) DATE(S):	08/31/2020		

*Dates are estimates based upon their addition to the COVID-19 plan, reference COVID-19 plan revisions for more accuracy.

Related Policies: Infection Control Guideline 2019 Novel Coronavirus (COVID-19)
Related Forms/Protocols/Order Sets: Not Applicable
References: Not Applicable