

State of Vermont
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TO: All Vermont State Employees

FROM: Beth Fastiggi, Commissioner - Department of Human Resources

DATE: June 20, 2020

SUBJECT: Guidance Regarding Quarantine After Return from Out of State Travel

Dear Vermont State Employee,

On June 15, Governor Phil Scott [signed an executive order](#) to update and extend the State of Emergency in Vermont to July 15. With respect to travel, the order states:

- *in order to limit exposure and protect State employees, all non-essential out-of-state travel by State employees for State business is hereby suspended, and*
- *the Secretary of Administration shall, in consultation with the Commissioner of VDH, develop guidance for employees returning from all out-of-state travel. This guidance shall reference existing State quarantine requirements, if any, which shall apply regardless of the purpose of the travel.*

On behalf of the Secretary of Administration, the guidance required by the Order follows:

Updated Travel and Quarantine Requirements in the Executive Order

- Vermonters are encouraged to limit their exposure to disease outside their homes or places of residence as much as possible;
- Up to date travel guidance is posted on [ACCD's website](#) and state employees are encouraged to review those updates prior to out of state travel for any purpose;
- Interstate travel to and from several counties in New England and New York with 400 or fewer active COVID-19 cases per million is authorized without quarantine requirements if travelling in a personal vehicle--an [updated map of approved counties is posted on the ACCD website](#);
- Travelers to Vermont in other than a personal vehicle, such as by plane, train and other public transit, are required to quarantine upon arrival in Vermont;



- Travelers, including Vermonters, that visit or are arriving from a quarantine county (one not approved in the most recent posted by ACCD) must still quarantine for 14-days upon entrance into Vermont or quarantine for at least seven days upon entrance into Vermont and receive a negative COVID-19 test; and
- Visitors to Vermont may satisfy the quarantine before travelling to Vermont in their home state if they drive directly from their home via their personal vehicle.

Guidance to State Employees for Planning Out of State Travel

Summer is traditionally a time when many employees request leave. The following is intended to provide general information to employees and supervisors regarding the scheduling and use of leave for out of state travel which requires a quarantine upon return to Vermont:

Employees who are planning to travel to a destination that requires a mandatory quarantine upon return to Vermont must, in accordance with established procedures governing the use of leave time, receive approval to be absent for the total period of their anticipated absence (duration of travel + 14-day quarantine). Employees should review the current guidance for the most updated travel information and quarantine requirements when planning for travel, just prior to departure and upon return as guidelines will continue to evolve and can change quickly.

Supervisors must ensure that employees requesting leave to travel to a destination that requires a mandatory quarantine upon return to Vermont are aware of the duration of any required quarantine period, if applicable, prior to approving the request to use leave time. The existing requirement that a request for leave may not unreasonably be denied still applies. Supervisors must carefully consider the impact an extended absence will have on the Units/Division/Department's ability to successfully carry out its mission before approving leave requests, balancing operational needs with providing employees the opportunity and need for respite during these challenging times.

Additional Information on policies and directives governing the usage and approval of leave time can be found within the Personnel Policies and Procedures Manual and/or the Collective Bargaining Agreements, as applicable, which can be found [here](#). Supervisors and employees should contact the Department of Human Resources, [Field Operations Representative](#) assigned to support their Department/Agency with questions concerning the specifics of and adherence to leave time usage policies and directives.

Commuter (day trip) traffic continues to be authorized under current [ACCD guidance](#), to and from Vermont by those who travel daily between Vermont and adjacent states, including quarantine-required counties, for essential travel (e.g. essential work, healthcare, groceries) and currently authorized daily work, family visitation, or recreation. Travel to and from Vermont from outside the daily commuting area AND by those who do not travel to and from adjacent states daily is currently restricted and subject to all other travel restrictions above.

Be Well,

Beth

