



M. Martin O'Shea, Ed.D., Superintendent of Schools
Susan Bertrand, Assistant Superintendent for Learning,
Thomas Mazza, Assistant Superintendent for Finance & Operations
Jean Fontaine, Director of Pupil Services
Nicholas Jorge, Director of Technology

MEMORANDUM

To: All Staff
From: Marty O'Shea, Superintendent of Schools
Date: August 7, 2020

Subject: Town of Longmeadow's COVID-19 Out of State Staff Travel Notification

Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow the requirements set forth in Governor Baker's Executive Order ([Travel Order](#)).

All individuals arriving in Massachusetts by any means or mode, including Massachusetts residents who have left the state for anything more than transitory travel, are covered by the Massachusetts travel rule. 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.

In accordance with the Travel Order, The Town strongly discourages our employees from taking leisure travel to non-lower-risk destinations. The Town will continue to follow all state and local orders and safety guidelines relating to COVID-19.

It is the expectation of all employees that they will inform their supervisor of any travel to high-risk states or countries, regardless of whether such travel occurs on vacation or during scheduled off days (weekends). Pursuant to the Governor's Travel Order, staff who travel out of state must complete the online [MA Travel Form](#) and quarantine for fourteen (14) days upon returning to Massachusetts unless they:

1. are coming from a lower-risk state as identified by the Commonwealth of Massachusetts. Currently, the states designated as lower-risk are Rhode Island (removed effective 8/7), Connecticut, Maine, New Hampshire, Vermont, New York, New Jersey, and Hawaii. This list is subject to change based on public health data. Please visit the Commonwealth of Massachusetts [website](#) for the most up to date information, - or
2. can produce, on request, proof of negative test result for COVID-19 from a [DPH-approved test](#) administered from a sample taken not longer than 72 hours before your arrival in Massachusetts, - or
3. meet one of the limited criteria for [exemption](#) under the Travel Order per the Commonwealth of Massachusetts.

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To return to work after travel from a higher-risk area an employee must produce a negative test result to the [Human Resources Department](#) **for review and approval prior to reporting to the job site**. Testing is at your own expense and must be done by a method approved by the Massachusetts Department of Public Health. Employees are encouraged to **secure a test appointment in advance of their vacation** in an effort to reduce their quarantine period. **You MUST quarantine until you obtain a negative result.**

Quarantine time is eligible to be paid under any available [Emergency Paid Sick Leave \(EPSL\)](#) under the [FFCRA](#); if EPSL is not desired or no EPSL time remains, then employees can voluntarily choose to use any available accrued vacation, personal or sick time. Please email the [Human Resources Department](#) to initiate this voluntary request.

Prior to traveling, employees must notify their direct supervisor and make arrangements about their plan to return to work. The Town, in its discretion, reserves the right to deny requests for vacation leave based on the Town's operational and/or staffing needs where an employee may become subject to the 14-day quarantine requirement upon returning from leave. Decisions regarding approval of vacation leave and employees returning to work from vacation leave will be made on a case-by-case basis by the Town Manager in accordance with this policy and other Town policies and/or collective bargaining agreements.

This guidance is subject to change based on updated guidance from the CDC, DPH, or other State, Federal, or local government [officials](#).