City of Little Rock

Personal Travel Screening Form

Effective: March 23, 2020

Please complete the form and email to Riskmanagement@littlerock.gov. If you are unable to complete the form please contact one of the following by phone who will assist you. This process can be completed prior to traveling or once you return. Employees are encourage to review the Centers for Disease Control for High Risk Areas.

Do not return to your work location until you have been cleared by Human Resources Staff.

| • Safety/Loss control Specialist | 501-371-4756/501-246-2761 |
| • Risk Manager | 501-371-4502 |

Date: ____________

Please report if you have traveled since March 20, 2020 or plan to travel by air, sea or out of the State of Arkansas:

Employee First Name: ___________________________

Employee Last Name: ___________________________

Department: __________________________________

Title: __________________________________________________________________________

Personal Contact Number: _______________________

Supervisor’s Name and Contact Information:
_________________________________________________________________________________

Please answer the following regarding travel since March 20, 2020:

Have you traveled outside the United States? No __ Yes __: If yes, where: _____________________

Have you traveled outside the State of Arkansas? No __ Yes __: If yes, where: ___________________

Have you been on a cruise? No __ Yes __

What date did you return to Arkansas? _______________________

Where you in gathering(s) of twenty-five people or more? No __ Yes _______________________

Human Resources Department Use:
_________________________________________________________________________________
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Date and Time Employee Notified of Review: _______________________________________
Employee advised to return to work: Yes __. No __
If no, the date the employee be allowed to return to work:
________________________________________

Adopted: March 23, 2020