



City of Little Rock

Temporary Personal Travel Policy/COVID-19

Effective: March 26, 2020

To All City Employees:

The City of Little Rock (“City”) is taking proactive steps to protect the workplace and the City at large from further transmission of COVID-19. It is the City’s goal during this current State of Emergency to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City is committed, and will continue, to provide authoritative information about the nature and spread of COVID-19, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

This policy applies to all employees and covers travel on or after March 20, 2020.

Personal Travel Policy

a. Overview:

- 1) Personal travel is defined as any movement outside the state of Arkansas other than an employee’s home or points between.
- 2) Upon return from personal travel, employees must notify their supervisor and contact Human Resources prior to returning to work.
- 3) Human Resources will direct the employee to complete a Personal Travel Screening Form (“Form”). The Form will be used to collect information concerning the employee’s travel so that a risk profile can be determined pursuant to the CDC’s Risk Assessment and Management guidance to determine the potential risk stemming from the travel. Employees should not return to work until the form has been completed and evaluated by Human Resources.
- 4) The information collected regarding an employee’s travel may change as more is learned about the disease, but may include:
 - i. Travel destination;
 - ii. Dates of travel;
 - iii. Means of transportation; and
 - iv. Exposure to large groups (greater than 25 people).
- 5) Human Resources will be utilizing the most up-to-date guidance and figures from the CDC, Arkansas Department of Health and other public health sources to travel risks to evaluate the employee’s Form.



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- 6) Employees must accurately report all travel and requested information. Failure to do so will be considered a breach of policy, subject to disciplinary measures up to and including termination.
- b. High Risk Personal Travel:
- 1) Personal Travel Deemed High Risk Based on Destination:
 - i. Travel to any foreign country, the states of New York, California, Washington, New Jersey, Illinois, Michigan and Florida, the City of New Orleans and any ship or cruise travel/vacation will be deemed high risk.
 - ii. The list of high risk destinations may be updated at any time by Human Resources. Any additions or changes to these enumerated destinations will be shared with employees.
 - 2) Personal Travel Deemed High Risk Based on Circumstances & Nature of Travel:
 - i. Based on information contained in the employee's Form and the CDC's Risk Assessment guidance, Human Resource may determine that employee's travel puts them at a high risk of exposure to COVID-19.
 - 3) Any employee whose travel is determined to be high risk according to this policy will be required to remain home for 14 calendar days beginning the day after they return to Arkansas.
 - 4) If you are not eligible to work remotely, you will be required to utilize leave that is available to you or take leave without pay.
 - 5) You will be asked not to come into physical contact with any of your colleagues during this 14 day period.
- c. Low Risk Personal Travel:
- 1) All personal travel which does not meet the definition of high risk outlined above will be considered low risk.
 - 2) Employees designated as low risk by Human Resources will be required to return to work no later than their next scheduled work day. If the employee does not return to work after being cleared by Human Resources, they will be required to use accrued leave in accordance with leave policies in effect at the time. Human Resources administrative time used to evaluate an employee's safe return to work will not count against an employee's personal leave.



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3) Employees who undertake low risk travel are advised to self-monitor for 14 days following their return to Arkansas, and not report to work if they become sick.

d. Human Resources Department contact information:

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