

From: [Angela Girardi](#)
To: [All Employees](#)
Subject: COVID-19 & Travel
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Importance: High

Dear Employees,

We are quickly approaching the January shut-down and want to share some important information regarding travel and the return to work.

In accordance with the State of NJ, **the company is advising against all nonessential travel at this time.** The advisory is no longer specific to certain states. Because of the rising number of case counts across all states, there is an increased risk of spread of COVID-19 upon return from any travel.

However, if your plans **must** include travel, it is your responsibility to inform your manager ASAP.

As a company, we continue to follow the travel guidelines put forth by the CDC for essential personnel:

- We require a negative PRC test before you can return to work
- Consider getting re-tested 3–5 days after your trip
- If your test is positive, you must isolate yourself to protect others from getting infected.

Also, take these actions at all times to protect others from getting COVID-19:

- Stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who did not travel with you, particularly in crowded areas. It's important to do this everywhere — both indoors and outdoors.
- Wear a mask to keep your nose and mouth covered when you are in shared spaces outside of your home, including when using public transportation.
- If there are people in the household who did not travel with you, wear a mask and ask everyone in the household to wear masks in shared spaces inside your home.
- Wash your hands often or use hand sanitizer with at least 60% alcohol.
- Avoid being around people who are at increased risk for severe illness.
- Watch your health: Look for symptoms of COVID-19, and take your temperature if you feel sick.
- Follow all state and local recommendations or requirements after travel.

Please go to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for more information and, as always, you may contact Human Resources for any questions you have.

Kind regards,

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