

**From:** [Angela Girardi](#)  
**To:** [All Employees](#); [All\\_Employees@hwtinj.com](mailto:All_Employees@hwtinj.com); [IMFI Employees](#)  
**Subject:** Addendum to COVID-19 Travel Advisory  
**Date:** Thursday, August 6, 2020 8:09:16 AM

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Dear Employees,

As a follow-up to Tuesday's communication, please note the same rules apply to anyone traveling *outside* the U.S. Please refer to one of the websites below for a listing of international sites which require quarantine upon return.

**International:**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Thank you for your cooperation.

Kind regards,

*Angela Girardi*

**Fedway Associates, Inc.**

**Director of Human Resources**

Westgate Corporate Center  
505 Westgate Drive  
P.O. Box 651  
Basking Ridge, NJ 07920  
Direct Line (908) 394-6508  
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**From:** Angela Girardi  
**Sent:** Tuesday, August 4, 2020 12:28 PM  
**To:** All Employees <[All\\_Employees@fedway.com](mailto:All_Employees@fedway.com)>; [All\\_Employees@hwtinj.com](mailto:All_Employees@hwtinj.com); IMFI Employees <[imfi\\_employee@fedway.com](mailto:imfi_employee@fedway.com)>  
**Subject:** Updated COVID-19 Travel Advisory

Dear Employees:

Under the 14-day quarantine travel advisory announced by the Governors of New Jersey, New York and Connecticut, individuals traveling to or returning to New Jersey from states with increasing rates of COVID-19 are advised to self-quarantine for 14 days (excluding those who pass through or have a layover in one of the identified states for *less than 24 hours*). This includes travel by train, bus, car, plane and any other method of transportation.

As you prepare to travel this summer, the Company requires you to disclose to your supervisor if your plans include leaving the state of New Jersey and visiting one of the current 35 states and U.S. jurisdictions that have been designated as having significant community spread. While we do not require you to disclose the actual location, you are responsible for letting us know if it is one of the

affected destinations. This is consistent with the *NJ Department of Health* guidelines and Company requirements. Failure to comply may result in disciplinary action.

*List of identified states and U.S. jurisdictions as of 08/04/2020*

Alaska	Indiana	Montana	Rhode Island
Alabama	Illinois	North Carolina	South Carolina
Arkansas	Kansas	North Dakota	Tennessee
Arizona	Kentucky	Nebraska	Texas
California	Louisiana	New Mexico	Utah
Florida	Maryland	Nevada	Virginia
Georgia	Minnesota	Ohio	Washington
Iowa	Missouri	Oklahoma	Wisconsin
Idaho	Mississippi	Puerto Rico	

**Please note:** This list is updated weekly. ***Before you travel***, it is your responsibility to check for the most current list of locations at <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

If you have any questions, please contact Human Resources.

Kind regards,

*Angela Girardi*

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