



## **PTC TRAVEL POLICY**

Since it is recognized that traveling to certain areas during the COVID-19 pandemic may increase an individual's risk of contracting the virus, PrimeTime Center ("PTC") strongly discourages employees and participants from traveling including, but not limited to, by air, on cruise ships, or to regions, even within their home State, that have been recognized by the New Jersey state government as being high-risk areas.<sup>1</sup>

### **REPORTING**

For the duration of the COVID-19 pandemic, and until such time as PTC rescinds this policy in writing, all employees and participants who travel outside of their home state<sup>2</sup>, to states other than New Jersey, New York or Connecticut, must notify PTC administration in writing of the destination of such travel, all modes of transportation used, and the date of return or expected return to their home state. As set forth below, mandatory quarantine requirements will be enforced for anyone traveling to a high-risk area designated by the government of the state where the employee or student's school is located. Notwithstanding, PTC reserves the right, in the sole discretion of its administration, to require any employee or participant to refrain from coming onto the premises for a period of 14 days following the individual's return from travel outside their home state, or to a high-risk area within their home state.

### **MANDATORY QUARANTINE**

Any participant or employee who travels to a designated high-risk area will be prohibited from entering program premises for a period of 14 days following his or her return. Such quarantine will be required, even if the employee or participant reports a negative test for COVID-19. For employees, leave options should be discussed with the Human Resources Department.

### **HOUSEHOLD MEMBERS**

Employees and participants who do not travel themselves, but whose household members engage in travel implicating mandatory quarantine under this policy, shall report to administration for instruction on whether it will be necessary for them to refrain from coming onto the program premises during the 14-day period following the household member's return. In making determinations, the administration will consider all relevant circumstances, including the nature of the travel, the extent to which the household member is isolating from others, and the ability of the employee or participant to refrain from engaging in close contact<sup>3</sup> with the household member.

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<sup>1</sup> As of October 20, 2020, these states and U.S. jurisdictions include Alabama, Alaska, Arizona, Arkansas, Colorado, Florida, Georgia, Guam, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin, and Wyoming. This list is available at [Covid19.nj.gov](https://www.covid19.nj.gov) and is updated every Tuesday.

<sup>2</sup> For purposes of this policy, an employee's home state is the state where his or her primary dwelling is located.

<sup>3</sup> "Close contact" is defined by the New Jersey Department of Health as being within six feet for a period of at least 15 minutes.

## **ENFORCEMENT**

Any employee who is found to have violated this policy, or who is found to have provided false or misleading information that would tend to interfere with the enforcement of this policy, will be subject to discipline, up-to-and including termination. Any participant (acting on his or her own behalf, or through a parent or caregiver) who is found to have violated this policy, or who is found to have provided false or misleading information that would tend to interfere with the enforcement of this policy may be subject to discipline, up to and including termination.

## **REPORTING AND ANTI-RETALIATION**

Any employee who witnesses or becomes aware of any other individual's violation of or failure to adhere to the requirements of this policy, must report such violations to his or her direct supervisor immediately. An employee who fails to report a violation of this policy may be subject to discipline, up-to-and including termination of employment.

PTC prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern.

**Approved: October 26, 2020**