



PRIMETIME CENTER **TRAVEL POLICY**

Because traveling to certain geographic 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 by air, train, cruise ship or otherwise to locations that have been recognized by the State of New Jersey as being high-risk areas.¹

REPORTING AND APPROVAL OF TRAVEL REQUEST

For the duration of the COVID-19 pandemic, and until such time as PTC rescinds this policy in writing, all employees and participants who seek to travel outside of their home state,² to states other than New Jersey, New York, Connecticut, Pennsylvania and Delaware, must notify program administration in writing, at least 21 days before the requested travel at issue, of the destination of such travel, all modes of transportation to be used, and the date of return or expected return to their home state. Thereafter, and as expeditiously as possible, program administration will advise the employee or participant if the travel request is approved. As set forth below, mandatory quarantine requirements will be enforced for anyone traveling to a high-risk area designated by the State of New Jersey. PTC reserves the right, in the sole discretion of its administration, to require any employee or student to refrain from coming onto PTC premises for a period of 10 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 10 days following his or her return.

Such quarantine will be reduced should the employee or participant report a negative test for COVID-19 under the following criteria:

- 1) Upon return get tested with a viral (PCR) test 3 – 5 days after returning from travel outside the immediate region of NJ.
- 2) If test is negative, they should quarantine for a full 7 days after travel.
- 3) If test is not available (or if the results are delayed), you should quarantine for 10 days after travel.

Individuals who have been fully vaccinated against COVID-19 or have recovered from COVID-19 in the past three months will no longer need to quarantine or get tested after domestic travel:

- 1) **It has been more than two weeks since you received your second dose of the Pfizer-BioNTech or Moderna vaccine;**

¹ As of *December 24, 2020*, Travelers and residents returning from any U.S. state or territory beyond the immediate region (New York, Connecticut, Pennsylvania, and Delaware) should self-quarantine. This list is available at [Covid19.nj.gov](https://www.covid19.nj.gov) and will updated every Monday.

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

³ "Close contact" is defined by the New Jersey Department of Health as being within six feet for 15 minutes over a period of 24 hours.

- 2) It has been more than two weeks since you received your first and only dose of the Janssen/Johnson and Johnson vaccine; or,
- 3) You have clinically recovered from COVID-19 in the past three months.

Please note that for international travel, the federal requirement for testing upon return to the United States still stands for both unvaccinated and fully vaccinated travelers.

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 school premises during the 10-day period following the household member's return. In making these 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 student to refrain from engaging in close contact³ with the household member.

ENFORCEMENT

Any PTC 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 guardian 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.

REPORTING AND ANTI-RETALIATION

Any PTC employee who witnesses or becomes aware of any other employee's or individual's violation of or failure to adhere to the requirements of this policy, must report such violations to his or her direct supervisor or Principal 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.

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