

## Updated Guidance on Travel, Vacation and Activity Planning during the Pandemic

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To continue protecting the health and safety of our employees, we are updating our guidelines regarding COVID-19 exposures. Please take these into consideration as you plan your vacation, arrange travel, and participate in group gatherings with large numbers of people.

### TRAVEL

#### **Business Travel**

With most in-person conferences and group events cancelled or moving to a virtual format, **we are continuing our restrictions on business travel for the time being.**

#### **Personal Travel**

The most recent guidance from the Sonoma County Health order issued on June 18 states:

*It is recommended that individuals should **avoid travelling long distances for vacations or pleasure as much as possible.** This is to slow the spread of the coronavirus.*

*Individual shall not travel if they are sick, with someone who is sick, or if someone in their household or living unit had coronavirus in the last two weeks.*

Additionally, the Center for Disease Control states, “COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. **Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick.**” This link to the CDC web site guides you through things to consider if you are thinking of traveling, and steps to take to lower your risk of contracting CIVOD-19 if you must travel.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

#### **If you choose to travel within the US or internationally:**

If, after considering the risks you choose to travel, please talk with your manager about your plans well before you travel. Your manager will ask you where you will travel to and, if flying through or spending time in other areas, where you will travel through. He or she will also ask when you will return to Sonoma County. This is not to invade your privacy, but to assist in planning so that we can keep each other safe. Human Resources will assist your manager in determining the timing of your return to the office after you travel. If your job can be done remotely, you may be required to work from home. If you cannot do your job remotely, you should expect to remain out of the office for up to two weeks after your travels to ensure you are healthy. Anyone traveling internationally should plan to remain out of the office for 14 days after returning to California, and travel in the US should be reviewed on a case-by-case basis with Human Resources to assess the risk and offer guidance on returning to the office. Keeping you and your coworkers safe is our shared responsibility and primary concern.

### GROUP GATHERINGS

#### **Group Gatherings**

The CDC defines a group gathering as “a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.” Group gatherings can include a range of activities such as a family reunion, community rally or multi-family recreational event, i.e., camping trip, barbeque, birthday celebration, etc.

The CDC offers the following guidance on group gatherings:

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.

- The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.

Additional CDC guidance on assessing and reducing the risk of group gatherings can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

### **Group Gatherings at work:**

In-person committee meetings, group meetings and other group gatherings should be avoided to the extent possible; look for ways to meet via webex, conference call or using other technology that facilitates remote communication. If an in-person meeting is absolutely necessary, limit the number of attendees, ensure there is sufficient space to seat people 6 feet apart, make sure all attendees wear face coverings at all times and provide hand sanitizer to practice good hygiene. Limit the length of the meeting to minimize interaction and reduce risk. Additional guidance regarding the use of conference and meeting rooms will be released shortly.

### **Group gatherings outside of work:**

If you choose to participate in a group gathering outside of work, consider whether returning to the office may create a COVID-19 risk for others. If your attendance at a group gathering may have exposed you to COVID-19, out of consideration to your coworkers and customers we would ask that you discuss this with your manager before returning to the office. It may be advisable to remain out of the office for a period of time to ensure that you have not become infected with COVID-19. Some considerations for assessing the risk of exposure following a group gathering are:

- How many people attended? More people = greater risk
- How long were the interactions? Longer interactions = greater risk
- Where were the attendees from? People visiting from other communities with higher levels of virus spread increase the risk.
- Were face coverings worn and social distancing maintained? The risk is higher when face masks are not worn by all and a distance of at least 6 feet is not maintained. Hugging, handshaking and other forms of touching also heightens the risk.
- Was food being shared among the attendees? Food can spread virus if not properly handled and if adequate hygiene is not maintained.
- Was good hygiene practiced? Frequent handwashing and use of hand sanitizer may reduce the risk.

**Under no circumstances should you come in to work if you are experiencing any symptoms of COVID-19 or if you suspect you may have been exposed to COVID-19.**

Find information on COVID-19 symptoms here: <https://socoemergency.org/emergency/novel-coronavirus/stay-healthy/symptoms-treatment/>

## **FACE COVERINGS**

Effective June 18, the California Department of Public Health issued a new Health Order requiring the use of face coverings in specific situations including but not limited to those that relate to our work environment:

- Inside of, or in line to enter, any indoor public space;
- Engaged in work, whether at the workplace or performing work off-site, when:
  - a) interacting in-person with any member of the public
  - b) working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
  - c) working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
  - d) in any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

Sonoma County has had a similar order in place for some time now, and most people are considerate of their coworkers and wear face coverings while in the office. **No one should be made to feel uncomfortable or unsafe at work because a team member is in the office without a face covering. If you do not feel these health orders apply to you or if you have a medical reason why you can't wear a face covering, please contact Human Resources to explore accommodations.** Otherwise, put on your face covering and let your eyes do the smiling!

**Please speak with your manager or contact Human Resources with any questions or concerns regarding these guidelines. Thank you!**

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