

All-Ways Care & Bridges Services, Inc



COVID Travel Policy

The Company will enforce all travel restrictions and guidance provided by federal, state, or local governments, and will also conduct its own analysis of travel risks.

Requesting Time Off

As keeping the workplace safe is our highest priority, as well as a legal requirement, when requesting time off you will be required to fill out the vacation request form as well as the attestation. It will be required to notify HR where you are traveling to out of state or out of the country.

Notification of Travel

You are required to notify HR if you will be traveling out of state or to an area with a high COVID-19 infection rate (as determined by management), even if you are not requesting time off to do so.

Time Off for Travel

Employees will not be granted time off for high-risk travel (as determined by management) or for quarantine periods necessitated by travel, unless the travel is for a purpose protected by a leave law, for example, the Families First Coronavirus Response Act (FFCRA) or the Family and Medical Leave Act (FMLA), or other extenuating circumstances apply. Requests will be evaluated on a case-by-case basis and may require documentation.

If traveling outside of the country there is a 14-day quarantine with proof of when you returned to the country, i.e. plane ticket

Travel outside of Michigan you will be required to be symptom free to return to work. When returning to the office you will be required to follow the CDC recommendation, wearing a face covering for 48 hours at all times except while eating.

Voluntary self-quarantine or quarantine required by the Company does not qualify for EPSL. If you have questions, see HR.

Violation of Policy

Failure to provide accurate information about your travel may result in discipline, up to and including termination.

*Policy is subject to change if there is an increase or decrease in covid case.