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TO: 12 Month Staff

FROM: Kenneth Kopacz, Assistant Superintendent of Schools *Kenneth Kopacz*

DATE: July 15, 2020

RE: Travel – **UPDATED POLICY**

14 DAY QUARANTINE FOR EMPLOYEES UPON RETURN FROM TRAVEL
COVID-19 Incoming Travel Advisory Policy

Due to the coronavirus disease 2019 (“COVID-19”) pandemic, the State of New Jersey issued an incoming travel advisory, effective June 25, 2020, which recommends that all individuals, including New Jersey residents, entering New Jersey from states with a significant spread of COVID-19 should voluntarily self-quarantine for fourteen (14) days after leaving that state (the “Travel Advisory”). The Bayonne Board of Education (the “Board”) believes it is in the interest of health, safety and welfare of Board employees to follow the travel advisory to prevent the spread of COVID-19.

This policy applies to all Board employees returning to New Jersey on or after June 25, 2020 from a state with a positive COVID-19 test rate higher than 10 per 100,000 residents over a 7-day rolling average or a state with a 10% or higher positivity rate over a 7-day rolling average (“Travel Advisory State”).

As of July 14, 2020, the states that meet the criteria for quarantine include:

- *Alabama (added 6/24/20)*
- *Arkansas (added 6/24/20)*
- *Arizona (added 6/24/20)*
- *California (added 6/30/20)*
- *Delaware (added 7/7/20 and removed 7/14/20) **
- *Florida (added 6/24/20)*
- *Georgia (added 6/30/20)*
- *Iowa (added 6/30/20)*
- *Idaho (added 6/30/20)*
- *Kansas (added 7/7/20)*
- *Louisiana (added 6/30/20)*
- *Minnesota (added 7/14/20)*
- *Mississippi (added 6/30/20)*
- *North Carolina (added 6/24/20)*
- *Nevada (added 6/30/20)*

- *New Mexico (added 7/14/20)*
- *Ohio (added 7/14/20)*
- *Oklahoma (added 7/7/20)*
- *South Carolina (added 6/24/20)*
- *Tennessee (added 6/30/20)*
- *Texas (added 6/24/20)*
- *Utah (added 6/24/20)*
- *Wisconsin (added 7/14/20)*

**Note: The Travel Advisory applies to travel during the period the subject state was included on this list.*

This list is not exclusive and is subject to change based on updated data and information on the New Jersey COVID-19 Information Hub.¹

1. *Board employees who, on June 25, 2020, and/or updated state criteria listing, are in a Travel Advisory State must quarantine for fourteen (14) days after leaving that state. These employees will be required to work from home during the quarantine period. If the nature and duties of the employee's job cannot be performed from home, the employee will be eligible for paid leave pursuant to the Families First Coronavirus Response Act ("FFCRA"), which grants two (2) weeks (up to 80 hours) of paid leave at the employee's regular rate of pay (up to \$511 per day and \$5,110 in the aggregate). If a returning employee has already exhausted her FFCRA benefits, then the employee will be required to utilize her accrued leave time.*
2. *Board employees who, before June 25, 2020, and/or updated state criteria listing made pre-paid arrangements, plans or reservations to travel to a Travel Advisory State and who subsequently travel to that state, must quarantine for fourteen (14) days after leaving that state, so long as the Travel Advisory is in effect. These employees will be required to work from home during the quarantine period. If the nature and duties of the employee's job cannot be performed from home, the employee will be eligible for paid leave pursuant to the FFCRA, which grants two (2) weeks (up to 80 hours) of paid leave at the employee's regular rate of pay (up to \$511 per day and \$5,110 in the aggregate). If a returning employee has already exhausted her FFCRA benefits, then the employee will be required to utilize her accrued leave time.*
3. *Board employees who, after June 25, 2020, and/or updated state criteria listing travel to a Travel Advisory State, must quarantine for fourteen (14) days after leaving that state, so long as the Travel Advisory is in effect. These employees will be required to work from home during the quarantine period. If the nature and duties of the employee's job cannot be performed from home, the employee will be required to use accumulated sick, vacation or other leave time during the quarantine period. If the employee has no accumulated sick, vacation or other leave time, their leave will be unpaid.*

¹ <https://covid19.nj.gov/search.html?query=travel+restrictions>.

- 4. Any employees seeking to use vacation time, including time for travel to another state, are required to provide the state of destination and get written pre-approval from their supervisor. The Board reserves the right to deny any vacation request due to the Travel Advisory, unless prohibited by a controlling collective negotiated agreement.*
- 5. The Board reserves the right to request any documentation and/or records to effectively administer this Policy and ensure that employees are complying with the State's Travel Advisory. The Board reserves the right to take any necessary actions to verify that Board employees who quarantine are following all CDC and New Jersey Department of Health recommendations and guidelines for effective quarantine.*

If you have any questions, please contact the Employee Health Department at 201-858-6247.