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*Susanne R. Young, Secretary*

TO: Appointing Authorities  
FROM: Susanne R. Young, Secretary of Administration   
DATE: March 13, 2020  
RE: State of Vermont Employee Travel Directive

The well-being and safety of our employees is a top priority and it is important that we take additional steps to prevent and slow the spread of COVID-19 (Coronavirus) for all state employees.

**Non-essential business travel:**

Effective immediately, non-essential out of state business travel by State of Vermont employees is suspended until further notice.

What constitutes essential business travel is to be determined by the Appointing Authority, who should consider, at a minimum, the following factors:

- Is the travel related to a mission essential function of your agency or department?
- What is the destination and how is it currently impacted by COVID-19?
- What is the mode of travel and does it involve movement through impacted areas determined by the Center for Disease Control and Prevention (CDC)?
- What is the mission, and does it take the person into a higher exposure situation, such as a large conference?
- Are there alternative methods that can still accomplish the mission (i.e. video conferencing and remote access)?

**Communications upon return to work after travel or leave:** Communications between supervisors and employees will be essential to ensure we are meeting the needs of the workforce, as well as protecting them. Effective immediately, employees returning from business or personal leave travel shall notify their supervisor of the date they will return to work. Prior to return to work, the employee's supervisor shall review the attached *Supervisor Screening Tool for Employees Returning to Work After Leave or Travel* with the returning employee.

All employees are encouraged to obtain the latest general travel guidance from the CDC, at <https://www.cdc.gov/>. Stay informed about COVID-19 by visiting the Vermont Department of Health's website at <https://www.healthvermont.gov/response/infectious-disease/2019-novel-coronavirus>.



# **Supervisor Screening Tool for Employees Returning to Work After Leave or Travel UPDATED 3/22/20**

**If the answer is yes to any of the questions below,  
employee will be asked to stay home, call their  
primary care provider and seek guidance from  
the Vermont Department of Health**

- \* Have you traveled to Vermont from one of the affected countries or regions or been on a cruise (listed at [healthvermont.gov/coronavirus](http://healthvermont.gov/coronavirus))?
- \* Have you traveled to Vermont from a destination or region where transmission of COVID-19 is community wide?
- \* Have you been in [close contact](#), or notified you may have been in close contact, with a novel coronavirus (COVID-19) infected person?
- \* Have you had the following symptoms in the past 24 hours without medication: cough, high temperature, shortness of breath or difficulty breathing?

**If you have further questions about coronavirus please  
visit [www.healthvermont.gov/coronavirus](http://www.healthvermont.gov/coronavirus)  
or dial 2-1-1**

