



## **BCArc's Temporary (until further notice) Policy**

Due to the continuing increase of COVID cases in certain states, the Commonwealth of Massachusetts is instructing anyone traveling to states outside of New England, New York and New Jersey to quarantine for fourteen (14) days upon return. However, starting on August 1st, The Commonwealth of Massachusetts is **requiring** anyone traveling to quarantine for fourteen (14) days unless you:

1. Are coming from a [lower-risk state \(as defined by Commonwealth of Massachusetts\)](#) or
2. Can produce, on request, proof of negative test result for COVID-19 from a test administered on a sample taken no longer than 72 hours before your arrival in Massachusetts, or
3. [Meet the exemption criteria.](#)

You **MUST** quarantine until you receive the negative result. You may obtain a test at your own expense (or your own insurance coverage) after your arrival in Massachusetts but you **MUST** quarantine until you obtain a negative result. Individuals who fail to quarantine are subject to a \$500 fine per day from the state.

There is no such quarantine requirement for travel within New England (Excluding Rhode Island), New York or New Jersey and others (see #1). In light of the state's quarantine order, Berkshire County Arc is, effective immediately, implementing a mandatory quarantine order for all employees or persons we serve who travel to states outside of New England (Excluding Rhode Island), New York and New Jersey. The revised Travel Policy is as follows:

1. Definition of Exempt (lower-risk) States. Currently Maine, Vermont, New Hampshire, Connecticut, New York, New Jersey, Colorado, Delaware, West Virginia and Pennsylvania. are exempt from the state's quarantine requirement ("Exempt States"). You should check for changes to this list prior to traveling by visiting the States COVID-19 [Travel Order Webpage](#) or you can contact HR
2. As the state updates this list of Exempt States, we will modify this Policy accordingly.
3. Required Notification. Employees who plan to travel to a state that is not an Exempt State as defined by the state and in this Policy must notify their supervisor prior to traveling.
4. Starting August 1st, all visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to complete the [Massachusetts Travel Form](#) prior to arrival, unless you are visiting from a lower-risk (exempt) state designated by the [Department of Public Health](#)
5. Quarantine Requirement. If you are traveling outside of the Exempt States, or outside of the United States, you must, upon your return, quarantine for fourteen (14) days before you may return to work at BC Arc. During this quarantine period, you must monitor your temperature and symptoms and quarantine from others in accordance with the state's order <https://www.mass.gov/>
6. Use of Benefit Time. If you are required to quarantine because of your own personal travel decisions, you must utilize your accrued paid time off in order to be paid during your quarantine period. If you do not have enough accrued paid time, your quarantine time will be considered an unpaid leave of absence until your return.
7. You must complete an Attestation before you begin work on your 1<sup>st</sup> day back. Staff will continue wearing full PPE for 14 days after they have received a negative COVID test when they return from out of the area.
8. Updates. While the COVID-19 crisis continues, we will continue to monitor the situation and the state's travel orders and advisories specifically as they impact staff travel, and will revise this Policy as necessary.