

INTEROFFICE MEMORANDUM
Office of Human Resources

To: All Staff

From: Denise Parsons, Director of Human Resources

Re: Updated Protocols for Travel Outside of Connecticut

Date: January 11, 2021

The Connecticut Travel Advisory has been updated to reflect changes in the CDC recommendations related to quarantine requirements after traveling into identified states. We are updating our travel protocols, effective immediately, to reflect the reduction in the quarantine requirement from 14 to 10 days following travel outside of Connecticut.

FOR YOUR OWN PERSONAL SAFETY, WE STRONGLY ADVISE YOU NOT TO TRAVEL AT THE CURRENT TIME.

IF TRAVEL IS UNAVOIDABLE, YOU ARE REQUIRED TO ALERT HUMAN RESOURCES IN ADVANCE OF YOUR DEPARTURE, TO DOCUMENT YOUR DESTINATION AND TRAVEL DATES. YOU MAY DO THIS BY COMPLETING THIS [BERLIN TRAVEL FORM](#).

In consultation with the Central CT Health District, we have developed the following mandates which apply to staff travel:

- If you have traveled into an identified state that requires you to quarantine for ten (10) days upon return to Connecticut; and
- You wish to take the RT-PCR test in order to reduce the quarantine period and return to work earlier (*A rapid antigen test or an antibody test will not satisfy the state's exception to the quarantine requirement*); then
- You must wait five days after returning to Connecticut before getting the RT-PCR test. *The purpose of this five-day period is to allow any potential virus infection to incubate and aid in a more accurate test result.*
- If this test is negative, you must provide a copy of the negative RT-PCR test result prior to returning to school.

Travel increases your chance of contracting and spreading COVID-19. **Staying home and practicing social distancing, wearing appropriate face coverings and diligent hand washing is the best way to protect yourself and others.**

Please do not hesitate to contact Human Resources at 860-828-6581 if you have any questions.