

Dear Faculty and Staff:

On July 21<sup>st</sup>, Governor Lamont issued Executive Order No. 7III instituting a mandatory quarantine for all travelers arriving in or returning to Connecticut from states with high prevalence of COVID-19 (“Affected States”). This Order went into effect at on Friday, July 24, 2020.

[The list of Affected States](#) requiring quarantine will be updated weekly by the state’s Department of Public Health. It is the obligation of employees who are thinking about traveling out of state to know if a state is an Affected State in accordance with Executive Order 7III.

Employees that plan out-of-state travel should be aware of the [state’s list of Affected States](#) and the requirement to quarantine for up to fourteen (14) days upon their return. Most importantly, employees need to be aware of the expectations and the impact to them as a result of the decision to travel to an Affected State. It is also important to note that employees will be required to comply with Connecticut regulations if the state they traveled to is deemed and Affected State while they are there and before their return to Connecticut.

Quinnipiac University **strongly discourages** employees from *any* non-essential out-of-state travel to Affected States. While we recognize that some instance of travel to Affected States cannot be avoided, all employees and managers need to be aware of the following travel requirements.

Requirements and information for any employee traveling out of state to an Affected State:

- Employees are required to fill out a [travel form](#) (which can also found on the Human Resources Website) and notify their manager if they are planning to or have traveled to one of the identified Affected States.
- If employees can perform the functions of their job from home, employees will be permitted to telecommute for the recommended period of quarantine following return from an Affected State.
- Employees who travel to an Affected State and are unable to telecommute and are mandated by Executive Order 7III to quarantine for a period of time (beyond the period of their pre-approved leave) will be required to utilize any available vacation time to cover the period of their quarantine. If an employee does not have *sufficient* vacation time to cover the period of quarantine the employee will be placed on unpaid leave for the balance of the quarantine period. If an employee has *no* available vacation time to cover the period of quarantine, the employee will be placed on unpaid leave for the required period of quarantine.
- Employees who were traveling from one of the Affected States that was not listed as an Affected State **at the time the employee began their travel** must notify via email or telephone their manager upon their return to Connecticut. Employees must understand

the risk of a state turning to an Affected State after their arrival and having to self-quarantine when they return to Connecticut. Quinnipiac University will require employees to self-quarantine, as noted above, for 14 days, use their vacation or request an unpaid leave.

- Please note that, at this time, the state's mandatory quarantine does not apply if an individual has spent less than twenty-four (24) hours in one or more Affected State(s) prior to arriving in Connecticut.
- Upon return to Connecticut, employees must provide appropriate documentation (e.g., boarding passes, car rental receipts, hotel invoices, etc.) to support need for leave upon return from travel. ***The failure to report travel from an Affected State could result in disciplinary action and a civil penalty for failure to comply with the Executive Order 7III requirements***

Questions on domestic travel may be sent to [humanresources@qu.edu](mailto:humanresources@qu.edu)

Thank you,

Anna Spragg  
Associate Vice President for Human Resources

**Note: Bargaining Unit employees should refer to their Collective Bargaining Agreement regarding paid time off and unpaid leave of absences.**

## FAQ's

### **What is required if I travel out of state?**

**I am traveling to an “Affected State,” – one of the states listed as a “quarantine” state by the Governor and Department of Public Health (DPH). Do I need to complete the travel form before I leave, and would the quarantine apply to me upon return?** Yes. Employees must complete the [travel form](#) for out-of-state domestic travel to an Affected State, and the fourteen (14) day quarantine applies to all travel to the states listed in accordance with the Governor’s Executive Order. It is the responsibility of the employee to know which states are on the list since the list is updated weekly. Due to the fluid nature of the pandemic, Quinnipiac University discourages all employees from non-essential personal or professional out-of-state travel.

**When does the period of quarantine commence?** The 14-calendar day quarantine period begins on the date that you depart any Affected State prior to your arrival in Connecticut.

**Are employees able to use accrued time, such as vacation, PTO personal days to cover their quarantine period?** Employees who can telecommute can continue to do so during the required period of quarantine. Employees who are unable to perform their duties remotely may use their applicable accrued time.

**If I must use unpaid time because I don’t have enough vacation time, will it be authorized?** Up to 14 calendar days of unpaid time may be requested to be taken due to the quarantine requirement when returning to Connecticut from an affected state.

**I was already traveling in a state when it was designated an Affected State by the Governor, am I required to quarantine upon my return to Connecticut?** Yes. You are required to quarantine for up to 14 calendar days from the date you leave a state on the quarantine list. It is crucial that you list your dates of travel on the travel form and why it is important to check in with your manager (remotely) upon your return to Connecticut.

**Can I be tested before I return to Connecticut to substitute for the quarantine period?** No. The testing substitute has a very narrow use. The Governor’s Executive Order states that an individual may have a negative COVID-19 test in the 72-hour period prior to arriving in Connecticut as a substitute for quarantine only if an individual is “unable to quarantine.”

**Can I be tested after I return to Connecticut and substitute that for the quarantine? Is there any other testing alternative that can substitute for a quarantine period?** No. The Governor’s Executive Order did not provide for a test to substitute for the period of quarantine unless the individual is unable to quarantine. The expectation is that all who arrive in Connecticut after traveling to an Affected State will quarantine for 14 days after arrival.

**If I am traveling through an Affected State but will only stop there briefly, have a layover at an airport in an Affected State, or will be dropping off my child at college - am I required to**

**quarantine when I return to Connecticut?** If you are merely passing through a state on the quarantine list or are in that state for less than twenty-four (24) hours you will not be required to quarantine.

**What happens if I do not complete the necessary University travel forms?** An employee who does not fill out the required travel forms, who makes misrepresentations on such forms or who fails to abide by any required quarantine may be subject to disciplinary action.

**What happens if I do not complete the State of Connecticut travel forms upon returning to Connecticut or I do not observe the quarantine?** The Governor's Executive Order 7III provides that individuals may be subject to a civil penalty of up to \$1,000.00.

**Do I have to fill out both the Quinnipiac University travel form and the form required by the Governor's Executive Order?** Yes.

**Am I required to complete the travel form when I travel to a state that is not currently on the list of "Affected States"?** No