

Kimberly Duva
Asst. Township Administrator

(973) 680-4007
Fax
(973) 680-0134



Michael J. Venezia,
Mayor

Anthony DeZenzo,
Acting Township
Administrator

TOWNSHIP OF BLOOMFIELD

*1 Municipal Plaza
Room 209
Bloomfield, New Jersey 07003-3487*

APRIL 12, 2021

COVID-19 TOWNSHIP VACATION AND TRAVEL POLICY

PURPOSE

The Township is committed to providing a safe and healthy workplace. In order to mitigate the risk of spreading COVID-19 through employee travel decisions, the Township will be requiring employees to abide by the Travel Advisory issued by the State of New Jersey.

TRAVEL ADVISORY

Effective midnight, June 24, 2020, the State of NJ issued an important travel advisory that restricts travel to and from states with significant spread of COVID-19. Please check <https://covid19.nj.gov> for a list of states that meet the criteria. The website will be updated every Monday.

PROCEDURE

All employees taking vacation and traveling to one of the restricted States listed in the Travel Advisory, or out of the Country, must advise their Department Head where they are traveling to and their return date to New Jersey. Your Department Head will work with Personnel to determine the necessary quarantine period.

QUARANTINE POLICY

For any international or domestic travel to one of the states indicated on the travel advisory list, unvaccinated employees will be required to quarantine for a full 7 days after travel, provided they have taken a Covid test within 3-5 days upon return and have tested negative. If the unvaccinated employee does not take a test upon return from travel, there is a mandatory 10-day quarantine.

Employees who are fully vaccinated and employees who have clinically recovered from COVID-19 in the past 3 months, that are traveling domestically within the United States, do not need to be tested for COVID-19 before or after travel and do not need to self-quarantine upon return provided they remain asymptomatic. Fully vaccinated employees traveling internationally are still required to be tested for COVID-19 within 3-5 days after return, but do not need to quarantine provided they remain asymptomatic.

The Township reserves the right to offer a work from home accommodation when an employee has to quarantine based on the tenets of this policy. A work from home decision will be made on a case by case basis by the Personnel Department.

PAYMENT

Employees will be required to use their available sick, vacation or personal days to remain in a pay status during the period of quarantine.

If an employee has made vacation arrangements in a State that is not in a restricted status at the time of the reservation, but that state subsequently is added to the list of restricted states, the employee will still be required to use available sick, vacation or personal days to remain in a pay status during the period of quarantine.

In the absence of available paid leave, the period of quarantine shall be unpaid.

DOCUMENTATION

Proof of travel arrangements, vaccination records and COVID-19 test results are required to determine the level of quarantine. This documentation shall be submitted to the Personnel Department and kept confidential.

PUBLIC SAFETY PERSONNEL

All sworn public safety personnel are required to follow any additional departmental policies.

COMPLIANCE

Any employee who fails to adhere to the requirements of this Policy or falsifies documentation, shall be subject to discipline, up to and including termination.

This Policy shall take effect immediately.

***This policy supersedes the Covid-19 Vacation and Travel Policy issued on February 25, 2021. ***

Kimberly Duva, Asst. Township Administrator

Distributed: April 12, 2021