

TRAVEL POLICY

Since it is recognized that traveling to certain areas during the COVID-19 pandemic may increase an individual's risk of contracting the virus, BROOKFIELD SCHOOLS strongly discourages employees and students from traveling including, but not limited to, by air, on cruise ships, or to regions, even within their home State, that have been recognized by the New Jersey state government as being high-risk areas.¹

REPORTING

For the duration of the COVID-19 pandemic, and until such time as BROOKFIELD SCHOOLS rescinds this policy in writing, all employees and students who travel outside of their home state², to states other than New Jersey, New York or Connecticut, must notify school administration in writing of the destination of such travel, all modes of transportation used, and the date of return or expected return to their home state. As set forth below, mandatory quarantine requirements will be enforced for anyone traveling to a high-risk area designated by the government of the state where the employee or student's school is located. Notwithstanding, BROOKFIELD SCHOOLS reserves the right, in the sole discretion of its administration, to require any employee or student to refrain from coming onto the premises for a period of 14 days following the individual's return from travel outside their home state, or to a high-risk area within their home state.

MANDATORY QUARANTINE

Any student or employee who travels to a designated high-risk area will be prohibited from entering school premises for a period of 14 days following his or her return. Such quarantine will be required, even if the employee or student reports a negative test for COVID-19. For employees, leave options should be discussed with Dr. Kiernan.

HOUSEHOLD MEMBERS

Employees and students who do not travel themselves, but whose household members engage in travel implicating mandatory quarantine under this policy, shall report to administration for instruction on whether it will be necessary for them to refrain from coming onto the school premises during the 14-day period following the household member's return. In making determinations, the administration will consider all relevant circumstances, including the nature of the travel, the extent to which the household member is isolating from others, and the ability of the employee or student to refrain from engaging in close contact³ with the household member.

¹ As of August 25, 2020, these states and U.S. jurisdictions include Alabama, Arkansas, California, Florida, Georgia, Guam, Hawaii, Idaho, Iowa, Illinois, Indiana, Kansas, Kentucky, Louisiana, Minnesota, Mississippi, Missouri, Nebraska, Nevada, North Carolina, North Dakota, Oklahoma, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Virgin Islands, and Wisconsin. This list is available at Covid19.nj.gov and is updated every Monday.

² For purposes of this policy, an employee's home state is the state where his or her primary dwelling is located.

³ "Close contact" is defined by the New Jersey Department of Health as being within six feet for a period of at least 10 continuous minutes.

EMPLOYEE LEAVE ACCOMMODATION DURING MANDATORY QUARANTINE

Employees who are required to quarantine for 14 days due to travel may be able to use their accrued, paid leave, under certain circumstances. Employees who have exhausted their paid leave may be required to use unpaid leave. However, it is noted that high-risk travel is strongly discouraged. Suspected abuse of this policy, including but not limited to travel that renders the employee unable to report to work during the first month of school, may be subject to discipline, up-to-and including termination.

STUDENT LEAVE DURING MANDATORY QUARANTINE

Students who are required to quarantine for 14 days due to travel will be accommodated, to the extent practicable, with make-up instruction and/or remote instruction, and where applicable, remote services.

ENFORCEMENT

Any employee who is found to have violated this policy, or who is found to have provided false or misleading information that would tend to interfere with the enforcement of this policy, will be subject to discipline, up-to-and including termination. Any student (acting on his or her own behalf, or through a parent or caregiver) who is found to have violated this policy, or who is found to have provided false or misleading information that would tend to interfere with the enforcement of this policy may be subject to discipline.

REPORTING AND ANTI-RETALIATION

Any employee who witnesses or becomes aware of any other employee's or individual's violation of or failure to adhere to the requirements of this policy, must report such violations to his or her direct supervisor or NEMR HR immediately. An employee who fails to report a violation of this policy may be subject to discipline, up-to-and including termination of employment.

BROOKFIELD SCHOOLS prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern.

LAST UPDATED: August 27, 2020