

Quarantined Due to Personal Travel

- We strongly encourage you and your family for your own safety and the safety of your co-workers to significantly restrict travel. We understand this is spring break travel season and many of you with school age children have travel plans. Please consider canceling your plans.
- City Employees who travel internationally for vacation or other personal reasons must inform the HR Department or Safety Department, in advance if possible. Employees who travel internationally will be required to self-quarantine for 14 days prior to being allowed to return to work.
- Employees who engage in interstate travel for vacation or other personal reasons are highly encouraged to inform the HR Department or Safety Department, in advance if possible, and upon return for proper authorization to return to work. Information that must be provided will include the state, city, and county to which you are traveling.
- If you engage in interstate travel, there is a possibility that you may be asked to self-quarantine for a minimum of 7 days (subject to change).
- If you become quarantined, we will ask you to perform your duties remotely if feasible. If that is not possible based on your job function, we will ask that you use your accrued Vacation, Personal, Compensatory or Sick Leave to support you getting paid while you are quarantined (subject to change).
- The COVID-19 Workforce Guidance issued on 3/16/2020 is still in effect in all other circumstances
- To self-report, call or email the HR Department or the Safety Department
 - Gina Flick – Ext. 1071 – gflick@huntingburg-in.gov
 - Travis Gentry – Ext. 6030 – tgentry@huntingburg-in.gov

We are asking all city employees to please respect the need for social distancing during these efforts to contain this outbreak, both on a global, national and community level.

Please understand the above measures are being implemented to help protect you, your co-workers and others during this evolving situation. We are doing our best to adapt to the rapidly changing circumstances. We are all in this together and we appreciate your cooperation.

