



ALAN BRUBAKER, P.E., P.S.

SUMMIT COUNTY ENGINEER

INTER-OFFICE MEMORANDUM

DATE: August 7, 2020

SUBJECT: Vacation Return-to-work Policy

TO: **All Employees**

FROM: Steven Brunot
Director of Administration

Due to the increased incidence of COVID-19 transmission due to travel, the Ohio Dept. of Health has imposed travel advisories for certain states. These “hotspot” states are subject to change from week to week as determined by a 15%+ positive testing rate. A map showing the states where a travel advisory is in place can be viewed at the following website address:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>

Please be advised that any employee traveling out of state may be assigned to special duties or have restrictions placed upon them to isolate their work activities from those of other employees.

If you travel out of Ohio and the state you go to is designated on the travel advisory map, at any time during your travels, you will be assigned special duties or have isolation restrictions for a period of 14 calendar days from your return to Ohio.

This policy will become effective for all out-of-state travel occurring after August 10, 2020 regardless of when the vacation starts. It will continue until the Ohio Dept. of Health discontinues the COVID-19 Travel Advisories.

Make sure you use all recommended precautions to protect yourself and your family while traveling.