

Oakland County Travel Policy Revised

March 11, 2020

Upon recommendations from the Health Officer for the County of Oakland; the County is hereby implementing the following travel restrictions and guidelines to limit potential exposure to the recent Coronavirus Disease 2019 (COVID-19)¹ outbreak:

BUSINESS RELATED INTERNATIONAL TRAVEL

- A complete ban has been issued on all business-related International Travel.

BUSINESS RELATED DOMESTIC TRAVEL

- All domestic travel for County business has been placed on hold. Cancellation fees will be honored, please work with your direct supervisor.

There may be instances where employees will need to travel. This will be done on a case by case basis in coordination with Human Resources/Labor and Health Department.

PERSONAL TRAVEL

As you prepare for your vacations over the next few months, please note the following has been implemented until further notice:

International Travel:

Any County employee who has returned from international travel from a Level 2 or Level 3 CDC designated community-affected area may be required to remain home and should self-isolate for Fourteen (14) days. County employees will be required to use personal time, vacation or unpaid leave during the 14-day isolation period.

If you have plans to travel Internationally, or via Cruise Ships, please notify your Department Manager and contact Labor Relations – (248) 858-0539, prior to travel; for potential self-isolation mandates upon your return home². Please note, you will be required to use your personal time, vacation and/or unpaid leave should you be self-isolated. This will also apply for any new designations as mandated by the CDC while you are on your trip.

Domestic Travel outside of Michigan:

In an effort to ensure the safety of our employees and the citizens we serve, please notify your Supervisor if you have plans to travel outside of Michigan within the contiguous United States³.

¹ COVID-19 is a respiratory illness that can spread from person to person.

² Labor Relations will provide all employee travel information to the County Health Officer.

³ Be advised, domestic locations may also be defined as affected areas.

Please keep in mind any new restrictions mandated by the CDC and/or the Oakland County Health Officer, may change during your travels. The County will follow all requirements as recommended by the CDC and/or the Oakland County Health Officer, therefore you may need to self-isolate upon your return to Michigan. As with international travel, any self-isolation will require the use of annual, personal or unpaid leave.

You will need to let your supervisor know if you plan on traveling outside of Michigan. They will work with labor relations to work with you and formulate a plan of action.

If you have any further questions or concerns regarding this travel policy, please reach out to Labor Relations at (248) 858-0539.

Be advised, Oakland County's Administrative staff will be monitoring the current emergency crisis. Therefore, these guidelines may be changing frequently, as new recommendations and updates come from the Center for Disease Control (CDC) and the Oakland County Health Officer.