

March 14, 2020

Opportunities, Inc. Travel Guidelines for Pandemic Events (such as COVID-19 Coronavirus)

The Department of Homeland Security (DHS), the Centers for Disease and Illness Control (CDC) and Wisconsin Department of Health are updating travel restrictions nearly every hour. Opportunities, Inc. **STRONGLY RECOMMENDS** no travel outside of the State of Wisconsin.

At present, if you plan to travel **anywhere** outside of the state, you must notify your Supervisor and the following members of the Task Force in advance:

- Laura Loyd, HR Manager lloyd@oppinc.com ext. 4326
- Ann Janquart, Vice President – Employee Services ajanquart@oppinc.com ext. 4602

We will require the following information:

1. *When are you traveling?*
2. *Where are you traveling?*
3. *Where will you stop and/or layover?*
4. *Will you be in close contact with individuals from other states or countries (“hot spot”) and what states/countries are they?*

If you must travel, you will be required to complete the Out of State Travel Form and you should plan on self-quarantine* for at least 14 days following your return to Wisconsin. You must notify above members of the Task Force upon your return to Wisconsin and before reporting to work after the 14 days.

**Self-quarantine in general means separation of a person reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the disease. (CDC)*

“Hot spot” states and countries can change daily and are determined by the CDC.