



To: Oakwood Department Heads

From: Jennifer S. Wilder, Director of Personnel and Properties

Date: July 23, 2020

Subject: Ohio Department of Health Travel Advisory

The Ohio Department of Health (“ODOH”) has issued a Travel Advisory recommending that those entering or re-entering Ohio after travel to certain states should self-quarantine for a period of 14 days. **The Travel Advisory took effect yesterday, July 22, 2020, for travel to/from the following states: Alabama, Arizona, Florida, Georgia, Idaho, Mississippi, Nevada, South Carolina, and Texas.**

The list of states is determined by a 7-day rolling average of COVID-19 positivity rates, and a state will be added to the list if the rate is equal to or greater than 15%. The list of states will be updated every Wednesday, for the foreseeable future.

The ODOH Travel Advisory is an advisory recommendation, not a legally binding order, but employees may have questions about how it might impact their summer travel plans.

**Employees should understand the following, and plan their travel accordingly:**

1. There are currently no work-related reasons for travel to/from any listed states. Therefore any employee travel to/from a listed state will be considered voluntary and elective.
2. As this is an advisory recommendation and not a legally binding order, the city of Oakwood is not mandating that an employee stay home for purposes of the 14 day self-quarantine. That decision will be left to the employee’s discretion upon his/her return.
3. Because employee travel to/from a listed state is voluntary and elective, an employee who chooses to self-quarantine is not eligible for COVID-19 Emergency Paid Sick Leave (“EPSL”) during the period of self-quarantine. Instead, the employee must request and use existing accrued leave benefits (sick leave, personal leave, or vacation leave), if any, or the time off will be treated as unpaid leave.

4. If an employee chooses not to self-quarantine, and returns to work instead, the employee will be required to observe “soft quarantine” conditions while at work, including the wearing of a mask at all times, properly covering both mouth and nose, and maintaining 6 foot social distancing from all other persons whenever possible. This must be strictly observed and the employee may be subject to disciplinary action for any violation.
5. If the employee claims an exemption from the “soft quarantine” mask requirement for any reason, it must be reviewed by the Law Director and Personnel Director to determine whether a reasonable accommodation is possible. In the absence of a reasonable accommodation, the employee may be required to self-quarantine at home. In such case, leave will only be paid in accordance with paragraph 3 above, as the employee’s decision to travel to/from a listed state was voluntary and elective.
6. If a state is not listed when an employee begins a trip to that state, but is added to the list during an employee’s trip, the employee will not be considered to have made a voluntary and elective decision to travel to a listed state. In such case, the decision to self-quarantine will still be at the employee’s discretion, and the employee will be eligible for EPSL during the period of self-quarantine, if any.
7. This memorandum only pertains to travel during the period of the ODOH Travel Advisory, as amended or updated from time to time. Nothing in this memorandum is intended to change EPSL eligibility requirements for isolation due to confirmed COVID-19 exposure or positive test.