



North Schuylkill School District

EMPLOYEE TRAVEL FORM

The North Schuylkill School District strongly encourages ALL staff to evaluate and reconsider both international and domestic travel. Communication with the Superintendent before, during and upon return from personal travel is critical. Due to the nature of this pandemic, we are reviewing individual vacation requests for hotspot information and CDC guidance.

Employee Travel will be strictly evaluated (using the following) for determining risk of transmission to District employees. All decisions made pertaining to employee travel are based upon safeguarding the District's population.

Employee should be prepared to share the following PRIOR TO TRAVEL:

Name/Position:	
Dates of Travel:	
Location(s) of Destination:	
Mode of Transportation:	
Additional Information:	

The Superintendent has advised the employee:

- ☐ Employee would need to quarantine upon return
☐ Employee would likely be cleared upon return

After returning from travel, the employee must call the Superintendent for return to work approval.

Employee should be prepared to share the following POST TRAVEL:

	Clear	Quarantine
What locations were visited? (Do they match the plan; if not, are they hotspots?)	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee feel they may have been in contact with a COVID-19 case?	<input type="checkbox"/>	<input type="checkbox"/>
Were they involved in any public events considered to be a large gathering? (i.e. 10+ people and unable to social distance)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee or anyone in their travel group shown symptoms of COVID-19 in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>

Employee has been:

- ☐ **Cleared** for return on _____
☐ Required to **Quarantine** until _____