

## Procedures for International Travel and Returning to the US during COVID-19

We wanted to take this opportunity to reach out to our employees who may have travel plans that will take them out of the country within the next several months. With the unknown that COVID-19 brings, we ask that any travel plans that involve out of the country travel for any of our employees during this pandemic be brought to the attention of our HR Director, April Flanigan, so that she may communicate the below information to our employees before, during and after travel so that we can make sure everyone is following proper procedures during this unprecedented time. She can be reached via email at [aflanigan@greatlakesresearch.com](mailto:aflanigan@greatlakesresearch.com) or via phone at (412)261-5577 X 152 to discuss any anticipated out of the country travel plans.

While most current, out of the country travel is on hold, should travel resume in the near future, we will continue to follow the current CDC recommendations.

For any employee who is considering traveling or is returning from travel in the near future:

*Great Lakes/Diversified Care Management follows the recommendations of the CDC when it comes to any employees returning from international travel and requires that you self-quarantine for 14 days at home upon your return. You will be responsible for notifying Great Lakes/Diversified Care Management's HR Director upon return to the US and we will work with you during this 14-day time period to monitor your return to work date. During this 14-day period, you will be able to work remotely, under the direction of your supervisor; however, should you become sick, please reach out to Great Lakes/Diversified Care Management's HR Director and we can further instruct you on any options you may have in regards to the use of available time under the Families First Coronavirus Response Act or Great Lakes/Diversified Care Management Sick Leave.*

*Per the CDC's website, currently, upon returning to the US, all international travelers should stay home for 14 days after their arrival. During this 14-day period at home, you will be expected to take these steps to monitor your health and practice social distancing:*

- 1.) Take your temperature with a thermometer two times a day and monitor for a fever. Also watch for cough or trouble breathing.*
- 2.) Stay home and avoid contact with others. Do not go to work or school for 14 days.*
- 3.) Do not take public transportation, taxis or ride-shares.*
- 4.) Keep your distance from others (about 6 feet or 2 meters).*

### **What To Do If You Get Sick**

*If you get sick with fever or cough in the 14 days after you return from travel:*

- Stay home. Avoid contact with others.*
- You might have COVID-19; most people are able to recover at home without medical care.*
- If you have trouble breathing or are worried about your symptoms, call or text a health care provider. Tell them about your recent travel and your symptoms.*
- Call ahead before you go to a doctor's office or emergency room.*

*If you need to seek essential medical care for other reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel.*

*Additional information regarding recent international travel and return to the US can be found at the links below on the CDC's website:*

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/GLOBAL\\_T-HAN-14Langs-p.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/GLOBAL_T-HAN-14Langs-p.pdf)