CITY OF MASON CITY, Iowa
Infectious Disease Action Plan – Travel Addendum
COVID-19 Pandemic

Effective: October 15, 2020

NOTE: This Policy involves a rapidly evolving public health emergency. The City of Mason City (City) will continue to reassess this policy as the public health emergency and the law evolves. The City reserves the right to amend or revise this policy at anytime.

TRAVEL: As of the date of this policy the prior travel guidelines under this policy have been revised. All employees who travel as defined by this policy will be subject to the following requirements:

For purposes of this policy, "Travel" is defined as follows:
- Non-essential: (1) traveling to any location outside of a fifty (50) mile radius of the City or (2) attending a gathering of more than ten (10) people regardless of the location.
- Essential: (1) necessary travel that does not meet the definition of non-essential travel. The City will authorize essential travel on a case by case basis.

Work Related Travel
All City work-related Essential travel must be authorized on a case by case basis. All City work-related Non-Essential Travel as defined by this policy continues to be suspended without prior approval of the Department Head (i.e. conferences or non-essential meetings.)

Personal Travel
We encourage all employees to make responsible choices to limit travel to areas of the state or country that are known to be experiencing significant exposure to COVID-19 cases. In regards to air travel and other methods of mass transportation, employees should refrain from voluntarily traveling to destinations that have issued quarantine orders for out-of-state travelers. All time away from work resulting from travel quarantines will require use of vacation, comp time, or unpaid personal leave (if approved), unless specifically authorized under a FFCRA provision. All travelers must adhere to local masking and social distancing requirements, and we strongly urge the use of masks even if not mandated in a jurisdiction.

As a reminder, any employee who tests positive for the COVID-19 virus, is exposed to someone with the COVID-19 virus, or who is experiencing symptoms identified in our COVID-19 policy are prohibited from entering a City facility and should contact their supervisor to report their conditions. If you have questions discuss them with your immediate supervisor and/or department head, and if still necessary contact Human Resources.

POLICY DURATION: The provisions authorized by this addendum shall expire on December 31, 2020.