
HUMAN RESOURCES
Staff Travel Policy During COVID-19

I. Purpose

New Star is committed to keeping our staff and consumers as safe as possible. The purpose of the staff travel policy during COVID-19 is to clarify policy and procedures for out-of-state travel by staff to “hot spot” states as recommended by the Cook County Department of Health.

II. Policy

Effective immediately, any staff that travel to any state that is identified as high risk for COVID-19 must adhere to certain procedures in order to return to work. We are using the Cook County Health Department definition of high risk, which is a state that has greater than 15 new COVID-19 cases per 100,000 residents per day, over a 7-day rolling average. As of today, the high-risk states are:

- Florida
- Louisiana
- Mississippi
- Arizona
- Alabama
- Georgia
- Tennessee
- Nevada
- South Carolina
- Oklahoma
- Texas
- Idaho
- Arkansas
- California
- Missouri
- North Carolina
- North Dakota
- Iowa
- Kansas
- Puerto Rico

III. Procedures

- Any employee that plans to travel to a high-risk state and stay for 24 hours or more needs to inform their supervisor. The supervisor should be informed about the dates the employee plans to leave and return.
- Upon return to Illinois the employee has two options before they can return to work:
 1. Self-quarantine for 14 days and return to work on the 15th day; or
 2. Self-quarantine for at least three days and take a COVID-19 test no earlier than the fourth day. If the results are negative then the employee must give proof of the results to the Human Resources Department and the Human Resources Department will inform the employee if they can return to work.

A. FFCRA Benefits Note

- Employees should keep in mind that if they are utilizing FFCRA benefits for their quarantine period, this benefit can only be used for 10 working days. If those 10 days are utilized for a quarantine due to out-of-state travel, the employee cannot use additional days for subsequent sickness or leave time.

B. Subject to Change Clause

- These policies and procedures are subject to change as the situation in Illinois regarding COVID-19 also changes. As the Cook County Health Department and other municipalities update their regulations, this document will be updated as new information unfolds.