

TRAVEL Questionnaire

Instructions:

Travelling Employee:

Complete Section 1 and 2 and email to OHTravel@santecooper.com. You may have your supervisor complete section 2 if needed.

OH will contact you via email no earlier than 5 days before your travel start date. At that time, OH will let you know if they are recommending quarantine when you return from your trip.

The recommendation from OH before your trip is based on the situation at that moment and the situation could change rapidly. Therefore, after your trip but before returning to work, you must check in with OH to receive return to work instructions.

Occupational Health:

1. Review request and email quarantine recommendation to employee and supervisor 5 days before travel start date.
 2. Inform supervisor and employee via email if the recommendation changes due to a change in the pandemic event.
 3. Provide the employee with return to work information when contacted post-travel.
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SECTION 1 (employee)

1. Employee name, employee # and job title
2. Where are you traveling to and stopping along the way? Be as specific as possible and include airport stops, train stations, etc.
3. How are you traveling (plane, train automobile, cruise)?
4. Dates of travel?
5. With whom are you traveling?
6. With whom will you have close contact during the trip?
7. Will you be attending a large group event?
8. What is the purpose of the travel (vacation, visit family, funeral, meeting, wedding, etc.)?

SECTION 2 (employee or supervisor)

1. Can this employee work remotely?
2. Does this employee have the ability to self-isolate at work (work in office, cubicle, on a crew, etc.)?
3. Does this employee need to be in close contact with other employees?
4. Can others do this employee's job, or can it wait to be completed if this employee is in quarantine and not able to work remotely?