



MEMORANDUM

TO: MCS Portsmouth Employees

FROM: Zack Smith, President and Project Director

DATE: July 29, 2020

SUBJECT: Quarantine Requirement / High Risk Travel

A handwritten signature in black ink, appearing to read 'T. Zack Smith', is written over the printed name in the 'FROM' field.

Please be advised of an important precaution related to out of state travel to areas of the country with high positivity rates of COVID-19.

Beginning Monday, August 3rd, all employees who travel to states listed in Ohio's travel advisory will be expected to follow Governor DeWine's recommendation to self-quarantine at home for a 14-day period upon return, thereby being restricted from site access until this self-quarantine has been completed. Those who can telework can still do so during this time-frame.

While in quarantine, after traveling to one of the states in the advisory, personnel will not be eligible for COVID-leave pay under the CARES Act. In this circumstance, Paid Time Off (PTO) must be used if telework is not an option.

Ohio's travel advisory is updated weekly and can change depending on the spread of the COVID virus. The Ohio Department of Health develops the list based on positivity rates. Currently it includes the following states:

- Alabama
- Arizona
- Florida
- Idaho
- Mississippi
- South Carolina
- Kansas

Details on the advisory can be found at <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory>.

As an additional reminder, employees should not be taking trips out of the area while charging COVID-leave.

Questions? Contact your site Human Resources Department at the numbers below:

Sonie Butler-740.207.3626
Susie Ross- 740.289-5429
Joy Meade- 740-289-5481

cc: MCS Project File

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