



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

March 1, 2021

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **Modified Travel Advisory**

Since the beginning of January, new COVID case reports in California have dropped more than 75%, testing has become increasingly easy to access, and more than 7 million Californians have received COVID vaccinations. Given these encouraging trends, we feel it is appropriate to modify the diocese's travel advisory guidelines. Prior approval for travel beyond 120 miles from one's place of residence **will no longer** be required. Therefore, the diocese will return to its former level of restriction, under which approval for International Travel **will be** required. Provided below are the travel advisory guidelines which will be reinstated.

1. All non-essential International Travel will require prior approval. An employee who intends to travel internationally will need to notify their supervisor **and** receive approval to take additional time off to quarantine or work remotely.
2. Employees who then engage in international travel will be required to self-quarantine away from work for two weeks upon return to California. The employee may return to work earlier than the two-week quarantine period if the following has been fulfilled:
  - a) The employee has taken a COVID test 4-5 days after returning to California and has written proof of a negative COVID test **and**
  - b) The employee has completed a 7 day quarantine in California **and**
  - c) The employee is free of any COVID symptoms
3. The employee must submit the PT501 Time Off Form to their supervisor for review and approval with the following information included:
  - a) Dates of Requested Time Off
  - b) Location of Travel
  - c) Indicate whether they wish to engage in remote work during the post-travel quarantine period, or whether they wish to take additional vacation leave or unpaid leave during that period.

**Note:** It will be up to the supervisor's discretion as to whether additional leave will be permitted, or whether they can accommodate the employee's request to work remotely during the quarantine period.

This requirement will remain in place until further notice.

Your safety and the safety of all our employees is of the utmost importance to us. We appreciate your flexibility and support as we navigate through this challenging time.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.