



## TRAVEL POLICY

Effective 3-12.2020

Revised 9.30.2020

Employee Business Travel: All business-related travel outside one's regular territory must be reported to the Director of Human Resources and evaluated 30 days **prior** to departure for potential risks. Employees must report any intended travel, either business or personal, in advance of departure.

Employees who have been Traveling: Employees returning from travel, either business or personal, may be restricted from returning to work in accordance with this policy.

Employees who are returning to work from travel domestically or internationally must report **all** travel outside of the state you work or reside to Star Truck Rentals at [hr@starlease.com](mailto:hr@starlease.com). **Employees returning from travel may be restricted from returning to work in accordance with this policy if they display any of the symptoms of COVID-19 or they have recently been exposed to someone who has or is suspected to have COVID-19.**

Employees will be expected to follow call-in procedures outlined in the Employee Handbook for time that is not prescheduled and/or outside of scheduled paid time off.

- If upon return from travel an employee displays no symptoms of infection, **including no elevated body temperature**, and has had no known close contact with someone with COVID-19, they may return to work immediately.

