



**BOROUGH OF  
ATLANTIC HIGHLANDS**

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**Adam Hubeny, CPM, CRP, CPWM, CCCC  
Borough Administrator**

To: Borough Employees

From: Adam Hubeny

Copy: Mayor and Council, Jason Sena Esq. Matthew Giacobbe Esq.

Subject: **Voluntary Travel Advisory for All Employees**  
*(7/02/2020 Amended to include additional States)*  
*(7/14/2020 Amended to include additional States)*  
*(8/07/2020 Amended to include additional States)*  
*(3/16/2021 Amended - State by State restrictions are no longer listed)*  
*(4/8/2021 Amended – New Exceptions to Quarantine Requirements)*

Date: April 8, 2021

As per the most recent release from the CDC, dated April 2, 2021, and the New Jersey Travel Advisory, dated April 5, 2021, and in consultation with the Borough’s Labor Counsel, this memorandum is amended as follows:

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**BOROUGH OF ATLANTIC HIGHLANDS POLICY:**  
**COVID-19 QUARANTINE REQUIREMENTS FOR ALL EMPLOYEES**

**PURPOSE**

The Borough of Atlantic Highlands (the “Borough”) believes the health, safety and welfare of Borough employees is paramount. To limit the continued spread of the coronavirus disease 2019 (“COVID-19”) and provide a safe and healthy work environment, the Borough implements the following Policy to encourage employees to follow the State of New Jersey Incoming Travel Advisory and U.S. Centers for Disease Control and Prevention (“CDC”) guidance.

**NON-ESSENTIAL TRAVEL**

Due to the ongoing COVID-19 pandemic, the State of New Jersey revised its Incoming Travel Advisory (the “Travel Advisory”) to continue to discourage all non-essential travel.

Unvaccinated travelers and residents returning to New Jersey from any U.S. state or territory beyond the immediate region (New York, Connecticut, Pennsylvania and Delaware) are advised to self-quarantine at their home, hotel, or other temporary lodging following recommendations from the CDC:<sup>1</sup>

- If travel is unavoidable, travelers should consider getting tested with a viral test (not an antibody test) 1-3 days before the trip and again 3-5 days after the trip.
- If travelers test positive, they should self-isolate for at least 10 days and should postpone travel during that time.
- If travelers test negative, they should quarantine for a full 7 days after travel.
- If testing is not available (or if the results are delayed), travelers should quarantine for 10 days after travel.

You do not need to quarantine or get tested before or after domestic travel if you are fully vaccinated or have clinically recovered from COVID-19 in the past 3 months.

“Fully vaccinated” means:

- 2 weeks after your second dose in a 2-dose vaccine series (e.g., Pfizer or Moderna), or
- 2 weeks after a single-dose vaccine (e.g., Johnson & Johnson/Janssen).

All travelers should continue to:

- Wear a mask over your nose and mouth
- Stay 6 feet from others and avoid crowds
- Wash your hands often or use hand sanitizer
- Monitor for COVID-19 symptoms after travel
- Isolate and get tested if you develop symptoms of COVID-19

The Travel Advisory does not apply in the following instances:

1. Return to New Jersey after traveling outside the immediate region for less than 24 hours.
2. Pass through New Jersey to another destination, provided that the time spent in New Jersey is only the amount of time necessary to complete the transit, make use of travel services, such as a highway rest stop, or make necessary travel connections.
3. Travel to and from New Jersey for work or medical reasons.
4. Travel to and from New Jersey by military personnel.
5. Travel to and from New Jersey in compliance with a court order (e.g., child custody).
6. Travel to New Jersey and work as essential personnel (also known as Critical Infrastructure Workers).
7. Individual has out of state visitors or household members returning from a state outside the immediate region, as long as the individual did not travel outside of the immediate region.

Information on the Travel Advisory can be found on the New Jersey COVID-19 Information Hub.<sup>2</sup>

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.

<sup>2</sup> <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>.

## POLICY REQUIREMENTS

This Policy applies to all Borough employees, faculty and staff:

1. Borough employees, faculty and staff who **travel to a U.S. state or territory beyond the immediate region and/or internationally**, must receive a negative COVID-19 test and quarantine for seven (7) days after returning from travel or quarantine for ten (10) days after returning from travel, so long as the Travel Advisory is in effect.
2. Borough employees, faculty and staff who **test positive for COVID-19 and/or are diagnosed with COVID-19**, must self-quarantine for 10 days from the date of the positive test (if asymptomatic) or 10 days after symptom onset and at least 24 hours with no fever without fever-reducing medication and other symptoms of COVID-19 are improving (if symptomatic).
3. Borough employees, faculty and staff who are **identified as a “close contact”** (any individual within 6 feet of an infected person for a total of 15 minutes or more) **or otherwise exposed to COVID-19**, must self-quarantine for 14 days from their last exposure (if asymptomatic) or for 10 days after symptom onset and at least 24 hours with no fever without fever-reducing medication and other symptoms of COVID-19 are improving (if symptomatic).
4. The quarantine requirements for returning from domestic travel and exposures to COVID-19 do not apply to:
  - a. **Individuals who have tested positive for COVID-19 in the past 3 months and recovered**, as long as they do not develop new symptoms.
  - b. **Individuals who are fully vaccinated against COVID-19 and meet the following criteria issued by the CDC**, as long as they do not develop new symptoms.
5. The Borough reserves the right to determine which employees qualify as Critical Infrastructure Workers for the purposes of being exempt from the Travel Advisory. The Borough reserves the right to permit Critical Infrastructure Workers who have had an exposure to COVID-19 but remain asymptomatic to continue to work in-person subject to additional screening, social distancing, and mitigation practices prior to and during their work shift, as outlined by the CDC.<sup>3</sup>
6. Any Borough employees seeking to use vacation time and/or personal leave, including time for travel to another state or country, are required to provide the state of destination and get pre-approval from their supervisor. The Borough reserves the right to deny any vacation and/or personal leave requests due to the Travel Advisory if such leave and subsequent quarantine period would adversely affect Borough operations, unless prohibited by a controlling collective negotiated agreement. If an employee travels outside of the immediate region and thereafter is required miss work as a result of the required quarantine period, the Borough reserves all rights to take appropriate action with regard to the employee and/or employees whose actions adversely affect the Borough’s operations.
7. The Borough reserves the right to request any documentation and/or records to effectively administer this Policy and ensure that employees are complying with the State’s Travel Advisory and CDC guidance. The Borough reserves the right to take any necessary actions to verify that Borough employees, faculty or staff who quarantine are following all CDC and New Jersey Department of Health recommendations and guidelines for effective quarantine.

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<sup>3</sup> [https://www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fcritical-workers%2Fimplementing-safety-practices.html](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fcritical-workers%2Fimplementing-safety-practices.html).

8. The Borough reserves the right to require employees returning from travel to get tested for COVID-19 prior to returning to work.
9. The Borough reserves the right to make limited exceptions to this Policy on an individual, case-by-case basis.
10. The Borough reserves the right to revise, modify and/or update this Policy in accordance with new requirements, policies and guidance issued by State or Federal officials.

**EFFECTIVE DATE**

This Policy shall take effect immediately.

Please contact me if you have any questions or concerns about this policy or memorandum.