



ACADEMY OF BUSINESS, LAW, AND EDUCATION  
*ABLE Charter Schools*  
At Humphreys University

Christi Torres-Rogers  
Chief HR Officer

August 25, 2020

**TO:** ABLE Employees  
**FROM:** Christi Torres-Rogers, Chief Human Resources Officer  
**RE:** COVID-19 Employee- Travel Procedures

Effective August 25, 2020, if you must travel, please contact HR prior to your departure. In addition, we ask that you exercise good judgement and common sense by practicing the CDC's recommendations for travel.

- Wear a mask to keep mouth and nose covered in public settings.
- Avoid close contact by staying at least 6ft apart from anyone not in your household.
- Wash your hands often or use hand sanitizer (at least 60% alcohol)
- Avoid contact with anyone sick.
- Avoid touching your eyes, nose, and mouth.

Some types of travel and activities can put you at higher risk for exposure to COVID-19. If you participated in higher risk activities or think that you may have been exposed before or during your trip, **you may be asked to remain away from the workplace for 14 days after you arrive**

**High risk activities include:**

- Being in an area that is experiencing high levels of COVID-19 spread. You can check the levels for places you traveled or plan to travel to.
- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds — for example, in restaurants, bars, airports, bus and train stations, or movie theaters.
- Traveling on a cruise ship or river boat.

**Procedures Upon Return from Travel:**

Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR department upon return and **may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed.** The returning employee should work with his or her immediate supervisor to make appropriate telecommuting arrangements and/or request time off from work.

All employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the HR department for direction as soon as possible. **Employees may not return to work without obtaining clearance from their health care provider.**

Clem Lee  
Superintendent