We strongly encourage that if traveling outside of Connecticut for personal reasons you review the [CT Travel Advisory](https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT) before you travel.

To limit the spread of COVID-19 and protect our patients and employees, staff members who have traveled within the last 14 days or have upcoming out of state travel plans, including day or weekend trips to neighboring states, must take the following **before** returning to work:

1. Complete the travel history form (please see below)
2. Email or hand deliver the completed form to your manager
3. Check the CT Travel Advisory list of “hot spots” for any changes to the status of areas you have visited
4. Consult with your manager before returning to work.
5. If you have traveled to an area identified on the Connecticut list of “hot spots” your manager will complete a health screening form with you and provide further guidance regarding next steps

**Do not return to work** following travel to a hot spot area until you are cleared by your manager or Occupational Health. Decisions regarding your return to work will be determined by:

* CDC guidelines
* CT designated “hot spots”
* Your travel itinerary
* Your health status
* COVID-19 test results

Travel to hot spot areas requires a 14 day self- quarantine or **a negative COVID-19 test administered within 72 hours before your return to Connecticut or immediately upon your return. Only nucleic acid COVID-19 tests such as the RT-PCR test are acceptable**. During the 14 day self-quarantine or self-quarantine period before test results are available, staff will be placed on a personal leave and are required to use PTO or go unpaid once their PTO bank is exhausted.

Please fill out the following:

**Last Name:**

**First Name:**

**Employee ID number:**

**Phone number:**

**Department you work:**

**Please document your itinerary**

**Destination (Country, Region): Include airports and layovers**

**Departure date:**

**Departure date:**

**Return date:**

**Reason for travel:**

***Once the form is completed and sent over for review, Occupational Health department will determine your work status. Signs and symptoms you will be expected to pay attention to:***

***Fever, chills, cold or flu like symptoms, cough, sore throat, fatigue, shortness of breath, headache, new loss of taste and smell, nausea, vomiting, congestion or runny nose, beyond what you may normally experience. Please note that if you have ANY signs and symptoms, you are to call Occupational Health department immediately. You may not return to work. You will need to follow up with an MD (please call ahead so they are prepared) and you will need a Return to Work note.***

**Staff** are personally responsible for complying with state of Connecticut requirements to report your travel through the [CT Health Travel Form](https://appengine.egov.com/apps/ct/DPH/Connecticut-Travel-Health-Form) and to report your negative test result to the Commissioner of the CT Department of Public Health  via email to:  [DPH.COVID-Travel@ct.gov](mailto:DPH.COVID-Travel@ct.gov) or via fax to 860-326-0529.**HFSC cannot complete this reporting for you, even if your test is conducted here.**

Thank you for your understanding.