

**INTEROFFICE MEMORANDUM**  
**Office of Human Resources**

To: All Staff

From: Denise Parsons, Director of Human Resources

Re: Updated Travel Recommendations

Date: October 14, 2021

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For the safety of our staff and visitors to Town Hall, all staff are encouraged to continue following the CDC guidelines related to out of state travel.

These guidelines can be found online at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>. Please take some time to review and become familiar with these recommendations as they are different based on vaccination status.

**IMPACT OF QUARANTINES AT WORK**

If you quarantine following travel, you will be required to use your paid leave benefits. You may also work with your supervisor to determine if work from home options are available for any period of your quarantine.

If you have any questions please do not hesitate to contact Human Resources directly at ext. 7115.