



DATE: May 27, 2020

TO: All Employees

FROM: Angel Gerald, Human Resources Director

RE: Personal Travel

In response to the unanticipated and unprecedented on-going COVID-19 pandemic, The Arc of Southern Maryland request, all employees contact their manager or Director if they anticipate traveling outside the State of Maryland, or the Tri County area. Please inform your manager or Director of travel outside of the state of Maryland for approved vacations only. This includes weekend trips. If you have any signs/symptom or not feeling well upon returning from vacation or weekend trip; please contact your supervisor prior to returning to work.

Staff that have traveled outside of the State of Maryland or Tri-county will be required to complete a reentry questionnaire prior to returning to work. This form will be completed by calling your supervisor upon your return.