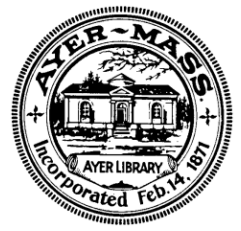



**Office of the Select Board  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| www.ayer.ma.us

**MEMORANDUM**

**DATE:** July 30, 2020  
**TO:** All Town of Ayer Employees  
**FROM:** Robert A. Pontbriand   
Town Manager  
**SUBJECT:** **MANDATORY Town of Ayer Travel Policy (Effective August 1, 2020)**

Dear All Town of Ayer Employees,

Massachusetts has made great progress to slow the spread of COVID-19 and gradually re-open the economy and we all have a responsibility to help keep transmission levels as low as possible. Individuals who choose to travel to restricted States for vacation purposes during this unprecedented COVID-19 Pandemic do so at their own choice and risk. To that end, on Friday, July 24, 2020, Governor Baker issued a COVID-19 Travel Order which takes effect on August 1, 2020. This State order states that all visitors and returning residents entering Massachusetts must follow new travel orders which can be found at [mass.gov/info-details/covid-19-travel-order](https://www.mass.gov/info-details/covid-19-travel-order)

Specifically all individuals entering Massachusetts as of August 1, 2020 who are over the age of 18 or an unaccompanied minor must complete and submit the on-line Massachusetts Travel Form (located at the above link) unless the individual meets one of the exemptions below:

Exemptions to the Massachusetts COVID-19 Travel Ban:

- Returning from the lower-risk states of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, and New Jersey. *\*This list is subject to change depending on alterations to the Governor's Order\**
- Transitory travel necessary for an airplane, bus or train connection or to make use of travel services such as at a highway rest stop.
- Persons commuting for work or school.
- Patients seeking or receiving medical treatment.
- Military personnel.
- Workers providing critical infrastructure services. *Note: workers who travel to or from Massachusetts for personal or leisure reasons cannot rely on this exemption.*

If you **DO NOT** meet one of the exemptions above than you **MUST** complete the following:

1. Complete the Massachusetts Travel Form.
2. Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If your COVID-19 test result has not been received prior to arrival, visitors and residents must quarantine until they receive a negative test result.
3. Failure to comply may result in a \$500 fine per day (State fine/penalty).

**With respect to all Town of Ayer Employees who choose to travel to a COVID-19 Restricted State and do not meet any of the State exemptions, they must complete the following steps PRIOR to being authorized to return to work at the Town of Ayer:**

1. **Provide proof of completion of the Massachusetts Travel Form located at [mass.gov/info-details/covid-19-travel-order](https://mass.gov/info-details/covid-19-travel-order) and submit proof of completion to the Town Manager's Office to [atm@ayer.ma.us](mailto:atm@ayer.ma.us)**
2. **Provide proof of a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts; OR**
3. **Quarantine for 14 days upon return to Massachusetts PRIOR to returning to work at the Town of Ayer**
4. **For Town of Ayer Employees who choose to quarantine for 14 days, they may use either sick, vacation and/or personal time during the 14 days of quarantine**
5. **The Town of Ayer reserves the right to refuse the return to work of any Town of Ayer Employee that does not comply with the terms of the Massachusetts COVID-19 Travel Ban and said employee will be either charged sick, vacation/personal time, or unpaid leave until full compliance with the terms of the Massachusetts Travel Policy and Town of Ayer's Policy are met.**
6. **This MANDATORY Town of Ayer Travel Policy will remain in effect until June 30, 2021 or at which time the Governor rescinds and/or alters the Massachusetts COVID-19 Travel Order.**

This mandatory policy is intended to comply with the State's COVID-19 Travel Ban and to protect the health and safety of all Town of Ayer Employees and to keep the transmission levels of COVID-19 in Massachusetts and the Town of Ayer as low as possible. If you have any questions regarding this mandatory policy, please do not hesitate to contact me directly.

Thank you for your immediate attention and cooperation.

Cc: Ayer Select Board  
Ayer Board of Health