

## HR Bulletin #3 - International Travel

**TO:** ANB and EMP employees

**FROM:** Beth Simkins-Burrows, Senior Manager, Human Resources

This bulletin provides important information on international travel. ***We will be sending another bulletin shortly for employees with school-aged children who are impacted by the two-week school closure.***

Effective immediately, our organization is suspending all non-patient related work travel such as conferences, education sessions, etc. to destinations outside of New Brunswick until further notice. Patient-related work travel (i.e. patient transfers) will continue as required. We also want to draw your attention to significant changes to the travel notices issued by the federal government.

The federal government has issued a global travel advisory to [avoid all non-essential travel outside of Canada until further notice](#).

In addition, the federal government is now asking that all travelers arriving in Canada from any international destination as of March 13, 2020 self-isolate for 14 days as a precaution. Where feasible, employees in self-isolation are asked to work from home to the greatest extent possible if their position allows. Please refer to [this link](#) for information on self-isolation.

In light of these significant developments, we want to inform you of the following measures regarding personal travel to international destinations.

### **Travel to destinations outside Canada**

Employees who return to Canada from a trip to any international destination ***on or after March 13*** will self-isolate for 14 days upon their return and will not be physically in the workplace during that period. They will be placed on leave with pay during the 14-day self-isolation period.

If you are planning a personal trip to any international destination despite the elevated risk (**note**: this does not apply to situations where employees travel back and forth across the Maine border as part of their normal personal routine), please be advised of the following to help you make an informed decision:

- Travelling abroad during current global events means running the risk of not being able to leave that country as originally planned either because of that country's travel or quarantine restrictions or because of disruptions to commercial airline travel.
- Since you will be unable to be physically present in the workplace for the 14 days following your return, ***you may work from home if approved by your supervisor and equipped to do so or, if that is not case, you will be required to use the vacation leave, banked overtime, pro-rated leave or leave without pay at your disposal during that period.***

We know we can count on you to do your best to balance your work and personal obligations and be present at work as much as possible. New Brunswickers are counting on all of us to continue providing our valuable public services.

As your employer, we value your health. We are monitoring the situation closely and will continue communicating any significant developments.