

September 14, 2020

COVID-19 Personal Travel Protocol Pre- and Post- Travel Checklists

Before Leaving on Cruise or River Voyage:

The CDC's [No Sail Order and Suspension of Further Embarkation](https://www.cdc.gov/quarantine/cruise/index.html) (www.cdc.gov/quarantine/cruise/index.html) restricts cruise ship travel originating in the United States. In addition, the CDC requiring anyone who travels on a cruise or river voyage – originating outside the U.S. – to stay home upon their return and monitor their health for COVID-19-related symptoms for a 14-day period.

Employees are encouraged to notify their supervisor before leaving on a cruise or river voyage. If prior to your cruise or river voyage you and your supervisor are unable to determine modified or alternate work arrangements for a 14-day-quarantine period, you will need to use your personal time off or unpaid leave. However, you may be eligible to use COVID-19 time coding for your quarantine absence if your cruise/river voyage qualifies as a family or other type of emergency.

Before Leaving on Personal International or Domestic Travel*:

Travel increases your chance of getting and spreading COVID-19. Risk in most countries is high, and travelers should avoid nonessential international travel to high-risk destinations. Travelers at [increased risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html) (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html) should consider postponing all international travel, including essential travel, to high-risk destinations. To check an international destination's COVID-19 risk level see [COVID-19 Travel Recommendations by Destination](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html) (www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html).

International travelers may be subject to restrictions including but not limited to canceled flights, denied entry into some countries or delayed entry upon returning to the U.S. And while the CDC does not require a quarantine following international travel, state and local governments may have travel restrictions in place, which may require quarantine upon return. Please be aware that any additional time away from work due to such a quarantine, restriction or delay may require you to use personal time off or unpaid leave.

Prior to domestic travel, you will also want to closely review the information provided by the health department in the state(s) you are visiting. Links to all 50 states and the District of Columbia can be found at the CDC's [State & Territorial Health Department page](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html) (www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html).

*International or Domestic travel is defined as a trip that is longer than 48 hours to a destination or region outside the borders of the United States or your home state.

September 14, 2020

As a reminder, FirstEnergy's core value of safety means that you look after your health and safety both on and off the job – and that extends to safeguarding those around you. Follow the CDC's guidelines to reduce the chances of getting infected or spreading infection:

- Do not travel if you or a travel companion is sick.
- Maintain at least 6 feet social distancing, when possible.
- Wear a mask if proper social distancing protocol cannot be maintained.
- Avoid events with large crowds where social distancing is difficult.
- Frequently wash hands with soap and water or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Wipe surfaces with disinfectant.
- Monitor your health for symptoms of COVID-19.

Additional travel information and health and safety recommendations are available on the CDC's [Travel During the COVID-19 Pandemic webpage](http://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html) (at www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html).

Upon Returning from Personal International and Domestic Travel:

The company has implemented safety measures to screen employees who have traveled before they can return to the workplace.

As a result **at least 24 hours prior to returning to work, ALL FirstEnergy employees who engage in international or domestic travel (as defined in the footnote of this document) outside of their state of residence other than for company-related work activities are required to complete the [Employee Return From Travel](#) assessment form.**

- If you answer "NO" to all questions on the form, you may return to work.
- If you answered "YES" to any of the questions, contact the FirstEnergy Reporting Center via the [Medical Illness Screening Form](#) and contact your supervisor or HR representative for return to work instructions.

*International or Domestic travel is defined as a trip that is longer than 48 hours to a destination or region outside the borders of the United States or your home state.