



BUSINESS OFFICE  
20 JUST ROAD, 2ND FLOOR  
FAIRFIELD, NJ 07004  
PHONE: 973.808.6279  
FAX: 862.881.4352  
HR FAX: 973.852.3497  
WWW.GRAMONFAMILY.ORG 3

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THE GRAMON SCHOOL • GLENVIEW ACADEMY • NEW BEGINNINGS

## Memo

To: All Gramon Family of Schools Staff

From: Candace Galvez, Executive Director

Date: November 8, 2021

Re: COVID-19 Travel Guidelines

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In order to limit the spread of COVID-19 within our school community, the Gramon Family of Schools continues to follow the Centers for Disease Control (CDC) guidelines regarding travel throughout the U. S. and abroad.

Staff who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States and do not need to quarantine after travel and may return to work. Fully vaccinated is after more than 2 weeks following receipt of the second does in a 2-dose series, or more than 2 weeks following receipt of one does of a single-dose vaccine. The CDC also recommends fully vaccinated individuals to self-monitor for symptoms after traveling domestically.

If traveling internationally, vaccinated staff must get a COVID-19 viral test 3-5 days after travel and be monitored for symptoms. If COVID-19 symptoms arise, you must isolate and get tested.

Unvaccinated staff or staff who are not fully vaccinated must get tested for COVID-19, 3-5 days after travel and self-quarantine for 7 days, or self-quarantine for 10 days without a test before returning to work. If COVID-19 symptoms arise, you must isolate and get tested.

Any employee who intends to travel to a state or territory beyond the immediate region must notify Karen Brenner, Director of Human Resources in writing of the destination of such travel and the date of return or expected return to New Jersey. As per the NJ travel guidelines, the immediate region beyond New Jersey is New York, Pennsylvania and Delaware.

We very much appreciate your cooperation in this regard as we work toward safely operating our schools. Please note that employees who cannot come into work because they must self-quarantine, may have to use their PTO time or take unpaid time.