



Updated 11/20/20

(Temporary) Company Travel Policy

The safety of our team members is of paramount importance. We all must **remain vigilant** in continuing the safety measures we've established in our practices **AND** in maintaining the practices we've adopted in our personal lives. We have made changes to our travel and meeting policy to help keep our teams safe in the coming months.

The temporary travel policy change to restrict all airline travel and large group meetings has been extended **through January 31, 2021**. This includes, but is not limited to: Regional meetings, study clubs, and CE events. Please follow the below guidelines:

WORK TRAVEL:

1. Do not share cars with other team members
2. Only visit 1 practice per day (2 practice visits/maximum, if needed)
3. Skip a day between practice visits (i.e. Travel MWF or T/TH, not all 5 days)
4. Adhere to CDC [travel recommendations](#) for personal travel and follow state-specific guidelines for quarantine and testing

MEETINGS:

- Do not dine with other team members or organize team dinners
- Offer [virtual meetings via Microsoft Teams](#) instead of in-person

We appreciate your understanding around this topic and look forward to working together to ensure the safety of our teams and patients. Please reach out to your area leader with any questions.

Please note that exceptions to airline travel must be approved by a Vice President or above but should not be for group gatherings of any kind.