

Planning a vacation?

Questions? Contact your supervisor or manager.

COVID-19
City of Roanoke Employee Vacation Guidelines
Effective July 1, 2020

MOST IMPORTANTLY

Be Smart and Be Aware

Please keep your Social Distance and consider wearing a Face Mask when on vacation.

ALWAYS

Notify Your Supervisor

Let your supervisors know where you will be traveling and do your best to avoid “**HOT SPOT**” areas with high concentrations of COVID-19 cases.

RETURNING TO WORK

Contact the Employee Health Clinic

Upon returning from personal travel to a “**HOT SPOT**” area immediately call **853-2045** for a brief assessment to ensure your safety and the safety of your co-workers.

YOU MUST

Follow Local Rules & Guidelines

Wherever the location, adhere to that specific localities/country’s guidelines. For a listing of designated “**HOT SPOT**” areas visit the Lotus Notes home portal for updates.

HAVE A SAFE VACATION

For your safety and the safety of all employees, if you or members of your household travel to a high-risk or “hot spot” area, upon return from your vacation, self-quarantine will be required.