



Subject :	COVID-19 Travel SOP		
Dept :	Human Resources	Revision(s):	Revised Draft
Version Dated :	July 17th, 2020	Pages:	3

Purpose

The purpose of this SOP is to ensure that all employees follow the correct protocol when traveling for personal or work-related reasons. This will contribute to the employees' safe and healthy return to work.

Procedure

Employees must adhere to the following expectations:

NEW YORK

- a. The employee must complete a PTO request form and have it approved by their direct supervisor and Human Resources before booking any travel.
- b. Email your travel plans to HR@momofuku.com with General Manager, Executive Chef or direct supervisor cc'd with at least 2 weeks' advance notice or as soon as reasonably possible. The email must include the specific dates and destination(s) of your trip.
- c. In accordance with federal and state guidelines, HR will advise if you must self-quarantine for 14 days and/or get tested for COVID-19 upon your return home.

Click on the links below for an up-to-date list of locations that will require you to self-quarantine upon your return to New York.

- [Domestic](#): This list is regularly updated by New York State and is based upon a seven day rolling average of positive tests in excess of 10%, or a number of positive cases exceeding 10 per 100,000 residents.
 - [International](#): Although this list only applies to foreign nationals - we strongly feel that for the health and well being of our restaurants and its team members, traveling from any of these countries makes it necessary for you to self-quarantine for 14 days upon your return.
- d. Once you return to New York, you must complete the CDC COVID-19 Self Checker. If you are experiencing any COVID-19 symptoms and a health care provider advises you to self-quarantine due to concerns related to COVID-19, you must get tested prior to your return to work and immediately contact your HR representative for more information



regarding the Families First Coronavirus Response Act (FFCRA) and how it applies to you.

Please refer to the list of COVID-19 testing centers near you.

- e. If you are not experiencing any COVID-19 symptoms, you are able to return to work. As a safety precaution, it is important that you closely monitor your symptoms for 2-14 days upon your return.

NEVADA

- a. The employee must complete a PTO request form and have it approved by their direct supervisor and Human Resources before booking any travel.
- b. Email your travel plans to HR@momofuku.com with at least 2 weeks' advance notice or as soon as reasonably possible. The email must include the specific dates and destination(s) of your trip.
- c. In accordance with federal and state guidelines, HR will advise if you must self-quarantine for 14 days and/or get tested for COVID-19 upon your return home.

Click on the links below for an up-to-date list of locations that will require you to self-quarantine upon your return to Nevada.

- [International:](#) Although this list only applies to foreign nationals - we strongly feel that for the health and well being of our restaurants and its team members, traveling from any of these countries makes it necessary for you to self-quarantine for 14 days upon your return.
- d. Once you return, you must complete the CDC COVID-19 Self Checker. If you are experiencing any COVID-19 symptoms and a health care provider advises you to self-quarantine due to concerns related to COVID-19, you must get tested prior to your return to work and immediately contact your HR representative for more information regarding the Families First Coronavirus Response Act (FFCRA) and how it applies to you.

Please refer to the list of COVID-19 testing centers near you.

- e. If you are not experiencing any COVID-19 symptoms, you are able to return to work. As a safety precaution, it is important that you closely monitor your symptoms for 2-14 days upon your return.

CALIFORNIA



- a. The employee must complete a PTO request form and have it approved by their direct supervisor and Human Resources before booking any travel.
- b. Email your travel plans to HR@momofuku.com with at least 2 weeks' notice or as soon as reasonably possible. The email must include the specific dates and destination(s) of your trip.
- c. In accordance with federal and state guidelines, HR will advise if you must self-quarantine for 14 days and/or get tested for COVID-19 upon your return home.

Click on the links below for an up-to-date list of locations that will require you to self-quarantine upon your return to California.

- [International:](#) Although this list only applies to foreign nationals - we strongly feel that for the health and well being of our restaurants and its team members, traveling from any of these countries makes it necessary for you to self-quarantine for 14 days upon your return.
- d. Once you return, you must complete the CDC COVID-19 Self Checker. If you are experiencing any COVID-19 symptoms and a health care provider advises you to self-quarantine due to concerns related to COVID-19, you must get tested prior to your return to work and immediately contact your HR representative for more information regarding the Families First Coronavirus Response Act (FFCRA) and how it applies to you.

Please refer to the list of COVID-19 testing centers near you.

- e. If you are not experiencing any COVID-19 symptoms, you are able to return to work. As a safety precaution, it is important that you closely monitor your symptoms for 2-14 days upon your return.

Accountability (how the SOP will be enforced/managed)

- Enforced by direct supervisor or approving manager
- Disciplinary action report to be filed if the protocol is not followed

Sources:

- [Starting your shift SOP](#)
- [CDC COVID-19 Self Checker](#)
- [Travelers Prohibited from Entry to the United States](#)
- [Joint Travel Advisory - CT, NY, and NJ](#)