

# Vaccination, Travel & Remote Work Policy Relating to COVID-19



The following policy was revised from the original *Travel and Remote Work Policy* (revised: 22 December 2021) to provide guidance and parameters for volunteers, students, employees and staff engaged in international, domestic, and remote work for Health Bridges International (HBI) during the COVID-19 global pandemic. It is important that volunteers, students, employees and staff always follow the guidance, guidelines and legal requirements of working as determined by their location or jurisdiction. Any questions related to this policy should be directed to the HBI Executive Director, Wayne Centrone at: [wayne@hbint.org](mailto:wayne@hbint.org)

## HBI-Related International Travel

- HBI staff, employees, contractors, consultants, volunteers, and students shall remain fully COVID-19 vaccinated in accordance with U.S. Centers for Disease Control and Prevention (CDC) and Peruvian Ministry of Health recommendations.
- HBI associated travelers will adhere to all U.S., Peruvian, and other destination COVID related restrictions.

## HBI-Related Domestic Work and Travel

- All HBI employees, staff, volunteers and students, as well as all consultants, contractors, and other workers who interface directly with HBI homes, offices, or work sites shall remain fully vaccinated in accordance with guidelines and requirements of the Peruvian Ministry of Health or the U.S. CDC, and may be required to show proof of vaccination.
- Fully vaccinated individuals may visit HBI offices and related locations, and may meet with other HBI staff and collaborating partners, but must adhere to all local COVID restrictions.
- All who test positive or experience symptoms consistent with COVID-19 shall be required to test and/or self-quarantine in accordance with local public health requirements before engaging in any face-to-face meetings with HBI staff or visiting HBI offices or work sites.

## Personal Travel by Volunteers, Students, Employees and Staff

- HBI recommends that all volunteers, students, employees and staff remain fully vaccinated in accordance with recommendations by the U.S. CDC and the Peruvian Ministry of Health and that all should carefully evaluate and consider all personal non-essential international and domestic travel.
- Travelers who feel they may have contracted COVID-19 are strongly encouraged to contact their local Department of Health and to contact a healthcare provider as needed.
- Staff who may have been exposed to or contracted COVID-19 as a result of travel, including by household members, are requested to communicate the circumstance to the HBI Executive Director or Board Risk Management Committee.

## Working Remotely

- If a staff person makes a personal choice to travel under their own discretion and finances to work remotely from a location that is deemed at high risk as identified by the local health authorities and the U.S. [CDC](#) – they must follow all the guidance, guidelines and legal requirements of working in their location or jurisdiction and should follow the recommendations for meetings, in-door events, etc. as per U.S. [CDC updated guidelines](#).

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### Remote Work Space

- HBI is not responsible for setting up home offices.
- While HBI is striving to help all staff and employees work remotely, it may not be feasible if equipment and systems needed to conduct work are unavailable.
- Staff and employees must plan for working remotely and have access to the Internet, phone connection and computing device(s) - including a printer.
- If working remotely requires a staff person to limit their work schedule or daily hours of availability – they must coordinate with their supervisor and develop a written plan to accommodate said changes.