



MEMORANDUM

To: IndyGo Community
From: Jeff Brown, Vice President for Human Resources
Date: November 10, 2020
Re: Travel And Gatherings During The Holidays

**INDYGO RECOMMENDATIONS
FOR HOLIDAY TRAVEL AND GATHERINGS**

With the Holidays quickly approaching, many staff may be considering travel to visit with family and friends or, possibly, entertaining guests. While we fully understand the desire to share time with friends and loved ones, with COVID-19 cases rising in surrounding in Indiana, as well as continued spikes in neighboring states and other areas across the country, IndyGo recommends the following respective to travel and gatherings during the Holiday season:

1. **Minimize Travel:** As the weather cools and we spend more time indoors, we must be aware of risks associated with travel and gatherings that may occur over holidays. Moreover, the holidays present a high risk for increased spread of the coronavirus because of greatly increased travel around the nation and because families are likely to have in-person celebrations with friends and family, some of whom may be at high risk of serious complications from coronavirus infection. The most effective way to reduce this risk is to minimize travel whenever possible.

It is imperative that all employees recognize the higher risk of infection posed by travel and take the necessary steps to reduce those risks. We must remember that many individuals infected with COVID-19 may not have any symptoms (especially young people) but can still spread the coronavirus to others who may develop severe, and sometimes fatal, symptoms.

2. **Personal Travel:** If you must travel, please be mindful of all public health guidance, including any quarantine restrictions that may be in place either while traveling or upon your return. When determining whether to travel, please consider the applicable *state, local, or territorial* health and safety laws, rules, and regulation as well as traveling to states with significant COVID-19 positivity rates.

If you decide to travel, follow these safety measures during your trip to protect yourself and others from COVID-19:



Indianapolis Public Transportation Corporation
dba IndyGo
1501 W. Washington Street
Indianapolis, IN 46222
www.IndyGo.net

- Wear a mask in public settings, like on public and mass transportation, at events and gatherings, and anywhere you will be around other people.
 - Avoid close contact by staying at least 6 feet apart (about 2 arm lengths) from anyone who is not from your household.
 - Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer (with at least 60% alcohol).
 - Avoid contact with anyone who is sick.
 - Avoid touching your face mask, eyes, nose, and mouth.
3. **Holiday Gatherings:** Many of us look forward to gathering with family and friends around the holidays. It can be easy to let our guards down while in the comfort of our own homes or when surrounded by loved ones, but it is important to remain vigilant. Small, celebratory gatherings with friends and family members are accounting for an increasing number of Coronavirus cases nationwide.

Please be sure to follow all public health guidance – wear masks, limit the size and duration of gatherings, meet outdoors whenever possible, ensure that all indoors spaces have adequate ventilation, maintain physical distance and practice good hygiene. The CDC offers additional tips for safe holiday celebrations.

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Your tremendous commitment to following IndyGo's workplace policies has allowed us to continue to provide a safe and critical service to the IndyGo-Marion County community. IndyGo leadership will be closely monitoring the situation and will continue to update the IndyGo community regularly to keep you informed of developments respective to COVID-19. Should you have any questions about these workplace policies please contact Human Resources.