



**Allied Printing Services, Inc. – International Travel Requirements – January 5, 2022**

Allied follows both CDC and Connecticut’s guidelines for international travel. Currently, U.S. citizens are advised to avoid all nonessential international travel. Consult the CDC for the list of Level 4 “hot countries”.

**Effective immediately**, if you choose to travel internationally to anywhere outside of the continental United States, Allied Printing requires the following until further notice:

**International Travel – VACCINATED or UNVACCINATED Persons**

Return the attached form to Human Resources a minimum of ONE WEEK before the start of your business travel or PTO. Consult the CDC before making travel plans: [International Travel During COVID-19 | CDC](#).

Upon return, we require:

- Both vaccinated and unvaccinated employees must test for 5 consecutive days AFTER landing in the U.S.
- At-home tests or rapid tests are acceptable. PCR tests are not required.
- You may come into work each of the 5 days if each test is negative AND you are symptom-free.
- The negative result must be provided to Human Resources each day. A photo of the test with your photo I.D. present is acceptable. Email it to [linda.lewis@alliedprinting.com](mailto:linda.lewis@alliedprinting.com) or show the photo on your cell phone to her.
- If you test positive, you must remain home and quarantine for 5 days AFTER the positive result is received.



## COVID-19 INTERNATIONAL TRAVEL FORM

Please complete and submit this form to Human Resources a minimum of ONE WEEK before the start of your INTERNATIONAL travels. Thank you for helping to keep our employees healthy.

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**Employee Name:** \_\_\_\_\_

**Employee Department:** \_\_\_\_\_

**Employee Shift:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Travel Dates:** \_\_\_\_\_

**International Travel Location (Country & Region):** \_\_\_\_\_

\_\_\_\_\_ (if more than one, list all)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by Supervisor & Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommendations:** \_\_\_\_\_