



# Colfax County Board of Commissioners

P.O. Box 1498 • Raton, New Mexico 87740

Phone: (575) 445-9661 • Fax: (575) 445-2902

[www.co.colfax.nm.us](http://www.co.colfax.nm.us)

## COMMISSIONERS

### **BOBBY LEDOUX**

*Chairman*

525 Cook Ave  
Raton, NM 87740  
(575) 447-7167

### **JAMES L. NEWTON**

*Vice-Chairman*

P.O. Box 156  
Springer, NM 87747  
(505) 228-2485

### **ROY P. FERNANDEZ**

*Member*

455 A NM SR 72  
Raton, NM 87740  
(575) 445-2846

### **MARY LOU KERN**

*Colfax County Manager*

(575) 445-9661

### **RAYETTA M. TRUJILLO**

*County Clerk*

(575) 445-5551

## Travel Advisory for Colfax County Employees Under Level 2 Emergency Procedures

Under the current conditions due to the Covid-19 outbreak, all out of state business travel for Colfax County Employees has been suspended and in-state travel is allowable on emergency basis only.

As for personal travel, Colfax County strongly advises employees to limit in state and out of state personal travel as much as reasonably possible. Therefore, we ask for employees to follow the current recommendations.

-We ask that employees limit all out of state travel for the time being. If an employee does travel out of state, we request that employees not travel by air, unless under emergency conditions, upon their return we ask that they self-quarantine for 14 days. For any out of state ground travel, we ask that employees notify their supervisor before they leave and after their return. Upon their return we ask that the employee self-monitor and if they become symptomatic, they self-quarantine using available sick or personal leave.

-We ask that employees limit in state travel (out of county) as much as possible. If they do travel in state, we request that the employee notify their supervisor upon their return and that the employee self-monitor their health status, If they feel a decline in their health, we ask that they stay home and utilize sick/ personal leave while they self- quarantine.

-Realizing our proximity to the Colorado border and the City of Trinidad, as well as recognizing some employees may live or have close family connections there, we do allow for special circumstances involving travel to the Trinidad area. Employees are asked to consult with their supervisor if this condition applies to them