

Travel Guidelines

Fall 2020 Semester

Travel Guiding Principle

All meetings and functions should occur virtually when possible, to lessen the exposure and risks. If a function's purpose cannot be accomplished virtually, and if deemed essential, travel may be approved.

Essential Travel Defined

Travel required for a business purpose and/or by an external entity; repercussions exist such as loss of funding, a compliance issue, or the inability to meet educational requirements.

Determining Essential Travel

General Types of Travel

- College/State business
- Fundraising/development
- Professional research activity
- Professional development activity
- Athletic competition
- Recruitment of students
- Recruitment of athletes
- Internship/practicum
- Student field trip

Consideration as Essential Travel

1. Mandatory business meeting
2. Internship/practicum
3. Recruitment of students including student-athletes
4. Athletic competition

Questions to confirm essential travel and level of acceptable risk

1. Is the travel required by an external entity or deemed necessary for recruiting?
 - a. If so, have you requested to participate virtually?
 - b. Can travel be postponed?
2. What is the necessary mode of travel?
3. Is the destination a recognized hot spot?
4. Does the destination have requirements or restrictions for travelers?

LC State will support essential travel during the fall 2020 semester subject to specific provisions. All travel is approved at the vice president/president level unless otherwise designated.

Essential Business Travel

- 1) Essential business travel is permitted within the state of Idaho and, on a more limited basis, outside of Idaho. No international travel is permitted.
- 2) All essential business travel requests to locations outside of Idaho should include a review of current COVID-19 "[hot spots](#)" in the United States. "[Hot spot](#)" data within the State of Idaho is referenced on the state's official [COVID-19 resource page](#). This review should occur when travel is requested and again within the week of the scheduled travel. If a previously approved travel destination has become a hot spot, a second supervisory approval is required.
- 3) If an employee travels to a hot spot, they will be required to quarantine for up to 14 days before returning to campus or to obtain medical clearance to return sooner.
 - a. The quarantine period may be adjusted depending upon other factors associated with the travel. These factors include the means of transportation, the specific locations visited while traveling, and the extent to which the traveler was in or around groups in excess of 10 people.
 - b. If social distancing, face coverings, and regular hand sanitizing were rigidly enforced, the traveler may only need to quarantine for 72 hours after travel, assuming the traveler experiences no symptoms of illness.

- c. During any quarantine period, the traveler must work with their supervisor to identify meaningful work. In cases where meaningful work is not possible, employees will take leave.
- 4) If an employee uses mass transportation while traveling, including aircraft, they must quarantine for 14 days* prior to returning to campus.
- 5) Practicum/ Field Experience/Internship Observations: In the case of travel to supervise practica, field experience, or internships:
 - a. The hosting facility must approve an on-site visit by faculty. Email correspondence is sufficient to document approval.
 - b. Travel must be approved prior to the intended visit.
 - c. Travel to identified COVID-19 “hot spot” areas for clinical supervision will not be approved.
 - d. Individuals must travel separately; no co-reviews or ride sharing.
 - e. In cases where travel is not approved, alternative review methods should be utilized to ensure adequate assessment of student learning and performance. [Example: Scheduled Zoom sessions with hosting supervisor and student].

Personal Travel

Employees who engage in personal travel are subject to the same conditions described for essential business travel.

Travel Plan

If travel is deemed essential, a plan is required to ensure associated exposure and risk are mitigated. All travel requests require a protocol compliant plan to accompany the travel authorization; the plan must be approved prior to travel.

Plans should address at a minimum, mode of travel and respective considerations, pre-travel packing, actions and steps during travel, and actions and steps post travel.

The Centers for Disease Control (CDC) have published [guidelines and considerations for domestic travel](#).

Mode of Travel

- What mode of transportation will be used for the travel?
- If traveling by car, will others be in the car as well?

Packing for Travel

- Bring a mask to wear in public places.
- Pack hand sanitizer with at least 60% alcohol. Keep this within reach.

During the Trip

- Wear a mask or other face covering when in public settings.
- Avoid close contact by staying at least 6 feet apart (about two arms' length) from others.
- Wash hands often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching the eyes, nose, and mouth.
- Be alert for symptoms of illness.

After the Trip

- Monitor symptoms and general health per the college's [self-screening protocol](#).
- Consult with your immediate supervisor to determine appropriate date of return to campus and whether telecommuting options are available in instances where quarantine ensues.

*[CDC guidelines](#) state that a person should quarantine for 14 days if they have had close contact with someone who has a confirmed case of COVID-19.

Travel Affirmation and Attestation

I affirm and attest that I will be compliant with the guidelines presented in the college's Travel Guidelines document. Further, I affirm that I will review and adhere to LC State guidelines as expressed in the [Warrior Wellness Pledge](#).

Employee Printed Name

Employee Signature

Date

This *Travel Affirmation and Attestation* should be submitted to your supervisor in advance of executing travel plans for the 20-21 academic year.

