

# Travel Guidelines

## Spring 2021 Semester

### **Travel Guiding Principle**

All meetings and functions should occur virtually when possible, to lessen chances of exposure to and transmission of COVID-19. If a function's purpose cannot be accomplished virtually, and if deemed essential, travel may be approved.

### **Essential Travel Defined**

Travel required for business purposes 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 supervision and completion
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 mode of travel?
3. Is the destination a recognized hot spot?
4. Does the destination have requirements or restrictions for travelers to the area?

LC State will support essential travel during the Spring 2021 semester subject to specific provisions. All travel is approved at the Vice President/ President level unless otherwise designated.

### **Essential Travel**

- 1) Essential 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 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](#). A review of 'hot spot status' 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) Individuals who travel to a hot spot may be required to quarantine for up to 10 days before returning to campus or to obtain medical clearance to return sooner.
  - a. The quarantine period may be adjusted depending upon factors associated with the travel. These factors include the means of transportation, the specific locations visited

- while traveling, and the extent to which travelers are in or around groups without taking precautions such as social distancing, wearing face coverings, and frequent hand washing.
- b. If social distancing, face coverings, and frequent hand washing were rigidly enforced, travelers may not be required to quarantine after returning from travel, assuming they experience no symptoms of illness.
  - c. During any quarantine period employee travelers must: (i) work with their supervisors to identify meaningful work that can be completed remotely; and (ii) complete a telecommuting application. In cases where meaningful remote work is not possible, employees will take leave.
- 4) If travelers use mass transportation, without employing safety precautions such as social distancing, wearing face coverings, and frequent hand washing, they must quarantine for 10 days\* prior to returning to campus.
- a. Although airports still present higher risks, there is increasing evidence suggesting that air travel may not be as risky as previously assumed. Thus, if individuals travel by plane and strictly employ and adhere to all safety precautions including wearing masks and sanitizing hands, no quarantine period will be required unless they show symptoms of illness.
- 5) Practicum/ Field Experience/ Internship and Dual Credit Observations: In the case of travel to supervise practica, field experience, internships, or Dual Credit courses:
- 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 or Dual Credit 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 / performance., or of Dual Credit instruction [Example: Scheduled Zoom sessions with hosting supervisor and student].

### **Personal Travel**

Lewis-Clark State College does not regulate personal travel other than approving or disapproving employees to use vacation time when personal travel is planned during regular business hours. The college expects travelers to adhere to the protocols prescribed for essential travel and will enforce the appropriate protocols as applicable upon the traveler’s return.

### **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 face-covering 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 2 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](#).
- Employees are to consult with their 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 10 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.

The following flowchart should be used to assess post-travel quarantine requirements for members of the college community:

