COVID-19 Faculty and Staff Travel Policy

General Description

Policy Summary:
This policy provides information and describes travel restrictions for faculty and staff travel during the COVID-19 pandemic.

Scope:
This policy applies to faculty and staff

Policy Content

International Travel

To continue to protect the health of our campus community from the spread of COVID-19, the University is restricting all university-related international travel until further notice. Requests for university-sponsored international travel will only be approved in extraordinary circumstances.

Travel Request
To submit a request, faculty and staff must consult with their immediate supervisor and the Vice President for their division, and submit a Travel Authorization and Advance Request (TAAR) and complete the form contained in Terra Dotta in advance of travel for review and approval by Risk Management and a designated committee under the process identified in the International Travel Policy.

Personal Travel
Individuals who choose to engage in personal international travel should be aware of current CDC and State Department guidance regarding locations with high prevalence of COVID-19, as well as the CDC List of Countries where Travelers are Prohibited from Entry to the United States. Faculty and Staff engaging in personal international travel are encouraged to self-identify by completing this form.

Post-Travel Quarantine/Isolation
In addition, individuals traveling/returning from any international location must self-isolate or quarantine in accordance with Trinity’s COVID-19 Illness, Quarantine, and Isolation Policy before returning to campus. Individuals are also expected to follow all current CDC Return from International Travel Guidelines.

Domestic Travel

The University is also monitoring the domestic spread of COVID-19 and, therefore, is limiting University-related domestic travel to that which is necessary for critical business only. Faculty and staff who engage in personal or university-related domestic travel should be aware of the current CDC Considerations for US Travel for guidance and CDC COVID Data Tracker for updates on states or regions with a high prevalence or extensive community spread of COVID-19.
Travel Request
Requests for university-related domestic travel must be approved by the respective Vice President for your division by completing the Travel Risk Assessment Form and submitting it to the Vice President, after consultation with your Chair or Supervisor. The respective Vice President, in consultation with Risk Management, will review and either approve or deny the travel request.

Personal Travel
Individuals engaging in personal domestic travel are encouraged to self-identify and consult with their supervisor regarding how to safely return to work, including practicing self-care and following safe guidelines while traveling, conducting a self-screen after traveling, and possibly quarantining or isolating oneself.

Post-Travel Quarantine/Isolation
Individuals may be required to contact a health professional and/or quarantine in accordance with Trinity’s COVID-19 Illness, Quarantine, and Isolation Policy before returning to campus. This applies to both university-sponsored and personal travel. Please see consult with Trinity's COVID-19 Health Team (210-999-8235) and your supervisor or Vice President for guidance, based on current CDC guidelines and public health conditions.

Requirements

Approvals:
VP for Finance and Administration
Related Documents

Related Documents:

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<th>Document Number</th>
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<td>Policy</td>
<td>COVID-19 Illness, Quarantine, and Isolation Policy</td>
<td>HMRS-0054</td>
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Related Content:

CDC Coronavirus Disease 2019 Travel Website

Revision Management

Revision History Log:

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