Interim Travel Policy During COVID-19

[ ] [ Applies to ] [ Purpose ] [ Definition of Terms ] [ Policy Statement ] [ Procedures ] [ Related Information ] [ Revision History ]

About This Policy

Effective Date: July 13, 2020
Last Updated: November 12, 2020
Responsible University Office: Human Resources
Responsible University Administrator: Chief Inclusion and Human Resources Officer
Policy Contact: Human Resources clarksonhr@clarkson.edu

Applies to

This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

Purpose


The United States has placed entry restrictions and governments worldwide have issued similar warnings, which can change without advance notice. Going forward, all travelers should expect additional disruptions as government agencies and Clarkson may expand or change restrictions based on the rapidly evolving public health situation.

Clarkson University is committed to maintaining a safe work environment for all employees. In an effort to minimize the spread of COVID-19, the following travel-related policy is effective immediately and will remain in place until further notice.

This policy is subject to changes depending on the dynamic situation and federal, state and local laws and we will incorporate revisions, as required.

Definition of Terms

Isolation – Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Quarantine – Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

University Funded Travel: University business-related travel of Clarkson employees in the performance of their official duties. Provisions may also apply to individuals other than employees who are authorized to travel at institutional expense.

Travel Funded by Sponsored Programs: Travel on University business where expenses are paid by University funds resulting from grants awarded to the University.

Contiguous states are Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont. Travelers from these states are NOT subject to the new NYS travel guidance.

CDC Level 2 or Level 3 Travel Health Notice country- See link below: https://www.cdc.gov/travel/notices/warning/coronavirus-global

Symptoms of COVID-19 include (but are not limited to):

- Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, headache, congestion or runny nose, diarrhea, nausea or vomiting and new loss of smell or taste).
- Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.

Visit https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for a list of current symptoms. Anyone with flu-like symptoms should contact their Health Care Provider. Your Health Care Provider will help you determine whether to get assessment or treatment. Medical professionals are best equipped to offer advice based on factors such as how direct or indirect an individual’s contact with coronavirus was, recent travel history, an individual’s personal health history, and any symptoms that person may be experiencing.
Policy Statement

This policy provides guidelines for business and personal travel for employees traveling outside of the local regions to minimize the spread of COVID-19 and to ensure safety of our employees and Clarkson community. We will continue to monitor the public health situation and government travel advisories and adjust our guidance accordingly.

Procedures

At this time, University-Funded Travel, both international and domestic, is restricted until further notice (this includes travel within NYS) and should not be planned or scheduled at this time. This applies to all community members—faculty and staff, postdoctoral fellows, and other academics. We encourage you to explore creative options for alternative study, research, work, and collaboration. We also strongly discourage personal travel, both international and domestic.

NYS Travel Guidelines:

Going forward, Clarkson University will follow NYS guidelines for all university and personal travel. This new NYS guidance is effective November 4, 2020 and applies to anyone coming to New York after travel to states or US Territories that are not contiguous to New York, or after travel to any CDC Level 2 or Level 3 Travel Health Notice country. Travel from states that are contiguous with New York state are not subject to this travel guidance.

Details on the guidance is available here. You can also visit their website https://coronavirus.health.ny.gov/covid-19-travel-advisory.

- As per the guidance, all travelers entering New York from a state that is not a contiguous state, or from a CDC Level 2 or 3 Travel Health Notice country, shall quarantine for a period of 14 days, consistent with Department of Health regulations for quarantine, unless they 'test out' of this quarantine.
  - If you travel from states that are contiguous with New York, you are not subject to this guidance.
  - For anyone who has traveled to New York State from non-contiguous states or from a CDC Level 2 or 3 Travel Health Notice country, the new guidelines will allow you to avoid the mandatory 14-day quarantine if you meet the conditions below:

  - If you were outside of New York state and in a non-contiguous state for more than 24 hours:
    - You must obtain a test within 72 hours prior to arrival in New York.
    - You must, upon arrival in New York, quarantine according to Department of Health guidelines, for a minimum of three days, measured from time of arrival.
    - On day 4 of your quarantine, you may seek a SECOND diagnostic test to exit quarantine. If both tests come back negative, you may exit quarantine early upon receipt of the second negative diagnostic test. If it is positive, you must isolate as per CDC guidelines.

  - If you were outside of New York state and in a non-contiguous state for less than 24 hours:
    - You do not need to obtain a diagnostic test prior to your departure from the other state or designated country, and do not need to quarantine upon arrival in New York State.
    - However, you must fill out the NYS Traveler Health Form upon entry into New York State, and take a COVID diagnostic test 4 days after your arrival in New York. If it is positive, you must isolate as per CDC guidelines.

- All individuals coming into New York from either a non-contiguous state or US territory, or any CDC Level 2 or Level 3 Health Notice country, whether or not such person is a New York resident, are required to complete the NYS Traveler Health Form upon entering New York. Significant penalties will be imposed on any individual who fails to complete the traveler health form.

This travel advisory requires all New Yorkers, as well as those visiting from out of state or country, to take personal responsibility for complying with the advisory in the best interest of public health and safety. To file a report of an individual failing to adhere to the quarantine pursuant to the travel advisory, one can call the NYS provided phone number 1-833-789-0470 or visit this website: https://mylicense.custhelp.com/app/ask. Individuals may also contact their local department of health.

University Funded Travel:

- All University-funded travel for both international or domestic for faculty and staff remains restricted at this time. This includes air, train, road or any other mode of travel.
- The University recognizes that due to business/research needs some travel may be required. If you believe that you MUST travel - ALL University-funded travel needs to be approved by your Head of School and/ or Head of a Unit and the Chief Human Resource Officer & Deputy Chief Inclusion Officer, and Sponsored Research Services if sponsored research funded prior to booking or scheduling travel arrangements via the Travel Authorization form. Employees are required to complete the Travel authorization (TA) form below prior to any travel plans being made. The TA form can be found at: https://go.clarkson.edu/travel
- On return from your approved business-related travel from non-contiguous states or from a CDC Level 2 or 3 Travel Health Notice country, in accordance with the NYS travel guidelines, you will be required to either:
  - self-quarantine for a period of 14-days before returning to campus; OR
  - complete the COVID-19 testing requirements through the Clarkson on-campus testing process and return to campus only on receipt of negative test results. Please contact clarksonhr@clarkson.edu for any questions regarding this process.
- When you are self-quarantining, if you are able to work through remote access or other means during that time, you will be required to continue to work.
  - If you are required to self-quarantine due to approved University-related travel, this will be paid time.
- These efforts align with CDC, state and local government guidance on travel protocols, along with other measures to protect the health and well-being of the campus community.

Travel Supported by Sponsored Programs
Extramurally funded grant and contract awards, where travel is required as part of the scope of work, may be exempt from University travel restrictions. In these instances, an exception request to the policy should be sent via the Travel Authorization (TA) request form prior to making travel arrangements and travel. The following criteria will be taken into consideration when reviewing the request:

- the destination is accessible and not under US or country-specific travel restrictions/prohibitions,
- the destination where work is to be conducted is open for operations at the time of planned travel and destination requirements are followed,
- travel is in support of a critical University research/scholarship function that cannot be deferred or accomplished remotely
- that any and all CU travelers submit a Travel Authorization for review and approval,
- that if travel is curtailed/cancelled non-cancellable travel costs are an allowable expense on the sponsored project and
- CU will be held harmless by the sponsor for non-performance if travel is not possible on the originally designated date(s).

Travel Reimbursement

We understand that travel may have already been booked and need to be canceled. If you had travel reservations for University business, the Clarkson University Travel Policy allows for reimbursement of cancellation or change fees with a valid reason. The COVID-19 pandemic meets this requirement.

https://confluence.clarkson.edu/display/UPR/OM+4.3.6+Policy+on+Compensation+for+Travel+Time++Non-Exempt+Employees

Personal Travel:

- Due to changing COVID-19 conditions, we are adapting personal travel guidelines to reflect the current COVID-19 situation in and around our campuses. As mentioned above, Clarkson University will follow the above NYS guidelines for all travel including personal travel. (https://coronavirus.health.ny.gov/covid-19-travel-consultation.)
- Based on these NYS guidelines, on return from your personal travel from non-contiguous states or from a CDC Level 2 or 3 Travel Health Notice country, you will be required to either:
  - self-quarantine for a period of 14-days before returning to campus; or
  - complete the COVID-19 testing requirements through your local health department or Health Care Provider and submit the second negative test result to clarksonhr@clarkson.edu prior to returning to campus.
- If you have traveled for personal reasons, based on these NYS guidelines, you may be required to self-quarantine for up to 14 days. During this time, you may be required to use your personal time (sick, vacation and special personal days) as per general Clarkson University policies (Refer to Operations Manual OM 8.3.5., 8.3.10, 8.3.11 using the link https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits++Administrative%2C+Supervisory%2C+and+General+Staff to cover this time off. If you are able to work through remote access or other means during quarantine (with supervisor approval), you will not need to use your personal time.
- If someone in your household has travelled or if you have visitors from non-contiguous states or from a CDC Level 2 or 3 Travel Health Notice country, you will have to remain off campus until the household member or visitor has taken the second test and received negative test results OR remain off campus for a period of 14 days.
- For personal travel, irrespective of your travel location, you are also required to complete and submit the University Travel Self-Reporting form prior to travel, for contact tracing requirements: https://forms.gle/WJ54WHBumwMpzRad9.
- Due to the complexity and changing nature of the situation, Clarkson University strongly encourages ALL employees to evaluate and reconsider both international and domestic personal travel. CDC recommends that everyone stay home as much as possible and avoid close contact, especially if one is at higher risk of severe illness.

Precautions for both University related or Personal Travel:

Travel increases your chances of getting and spreading COVID-19. If you must travel, make sure you are aware of and adhere to restrictions for your destination and place of return. While you are traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures.

During travel, take the appropriate precautions to protect yourself and others:

- Wash your hands often with warm soap and water for at least 20 seconds. If you cannot wash your hands, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cover coughs and sneezes.
- Remain at least six feet from others.
- Wear a cloth face covering.

If you develop symptoms during or after travel, notify your Primary Care Provider, department and Human Resources.

Public Transit and Carpooling:

Faculty, staff and students who use public transportation or ridesharing/carpooling are strongly encouraged to use transportation that minimizes close contact with others (e.g., biking, walking, driving, or riding by car either alone or with household members).

- Faculty, staff and students who use public transportation or ride-sharing/carpooling are to follow CDC guidance on how to protect yourself when using transportation. If you absolutely have to use these means of transportation, CU encourages you to commute during less busy times and clean your hands as soon as possible after your trip.

Related Information
