

# Travel Policy

**August 4, 2020**

*This interim policy is in place in response to the COVID-19 pandemic and may be revisited as public health conditions change.*

To minimize the potential for vectoring and to support the health of the Haverford community and of those with whom our community members interact, **all College-related or -supporting travel, regardless of funding source, will be strictly limited and will be permitted only as authorized prior to such travel.** To be authorized, any College-related travel will need to be essential and to facilitate work that can be done in no other way. Travelers must follow all [Haverford health protocols](#) and applicable [CDC](#) and public health guidelines, including [Pennsylvania](#) or other jurisdictional travel guidelines. Travelers must keep contact journals as they would on campus.

## Staff and Faculty Travel

Applicable Senior Staff members must approve any staff travel. Faculty travel must be approved by the provost.

Commuting and traveling to/from states with [PA-imposed restrictions](#):

- Employees who live in a PA.gov-identified state should work remotely if feasible. If remote work is not an option, the employee may commute to and from campus, following all required health and safety protocols.
- All employees, especially those who are not able to work remotely, should refrain from personal travel to pa.gov identified states.
- If employees travel to one of the identified states, they should work remotely (if able) and not return to campus for 14 days after returning to PA. A COVID-19 test with a negative result is not a substitute for the 14-day quarantine.
- If employees voluntarily travel to one of the identified states and are unable to work remotely, they should self quarantine and not return to campus for 14 days after returning to PA, using available personal, vacation, and sick leave balances. A COVID-19 test with a negative result is not a substitute for the 14-day quarantine.
- If an employee is in close contact with a person from one of the identified states, there is no requirement to self quarantine as long as the person does not have any COVID-19 symptoms. The employee must continue to self monitor.

## Student Travel

For students living and/or learning on campus, travel will be strictly limited and will require pre-approval. For the health and safety of the residential community, students who travel for 24 hours or more during the semester must have that travel approved – by a student’s dean for personal travel and via the [Office of Student Engagement & Leadership](#) for student organizations – and will be asked to quarantine and/or be screened upon their return to campus. Students will commit to stay on or close to campus (or their off-campus residence) between the beginning of the semester and the Thanksgiving break, undertaking only local trips, as infrequently as possible, for necessary groceries and/or supplies. Such local trips do not require approval, but while off campus, students must abide by all applicable universal masking, social distancing and health / safety guidelines.

To aid in making any determination about approved travel, the College will consider:

- Is the travel required to fulfill an essential educational, business continuity, legal, or compliance obligation?
- Can the travel be postponed?
- Is there a substitute to in-person travel such as virtual engagement?
- Can someone in the destination location perform the activity in lieu of you?
- Can the travel be accomplished safely and in compliance with local public health requirements, given health, community, and social conditions in the destination?