

Travel Policy

March 2, 2021

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.

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?

Staff and Faculty Travel

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

- Employees who commute to Haverford from another state and are approved to work on campus may continue to do so.
- If employees travel outside the Commonwealth of Pennsylvania for more than 24 hours, other than for commuting or another state-approved reason for exemption, they must produce evidence of a negative COVID-19 test or else work remotely (if able) and not return to campus for 10 days after returning to PA.
 - If employees voluntarily travel outside the Commonwealth of Pennsylvania and **are unable to work remotely**, they must produce evidence of a negative COVID-19 test or not return to campus for 10 days after returning to PA, using

available personal, vacation, and sick leave balances for the duration of the required 10-day quarantine period.

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 and end of the semester, undertaking only local trips that are essential, 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. At times of elevated COVID rates either on campus or in the surrounding area, Haverford may impose “Stay-on-Campus” status to reduce the risks of community spread by suspending student departures from campus.