

# 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.