

# COVID-19 TRAVEL RESTRICTION POLICY

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## GENERAL SUMMARY

Travel increases the chances of contracting and spreading COVID-19. The CDC recommends avoiding nonessential travel to locations with ongoing COVID-19 risk. Some state and local governments may require people who have recently traveled to self-quarantine for 10 days from the travel return date, or 7 days after receiving negative test result (test must occur day 5 or later).

## BOOKING TRAVEL

Due to current and anticipated ongoing travel restrictions, all pre-booked travel requires re-approval by the traveler's functional leader (department head) and finance. Notification of the campus director at the intended destination prior to travel is also required. Travel requests should be kept to a minimum unless deemed necessary by the employee's manager based upon essential function such as confirmed accreditation meetings, compliance-related activities, or professional conferences.

Should you have travel that needs to be canceled, please cancel in Concur or by contacting World Travel. If travel was booked outside of World Travel and reimbursed by the company, it needs to be canceled directly with the merchant and reported to Procurement via email ([procurement@usa.edu](mailto:procurement@usa.edu)).

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## RESTRICTED TRAVEL

### International or Cruise Ship Travel

Employees are required to notify their manager prior to international or cruise ship travel or planned travel to areas designated restricted by local regulations.

### Professional Conference Attendance (Domestic Attendance Only)

If deemed appropriate to attend or participate in a professional conference with a minimum in-person attendance of 500 individuals, the employee will be required to quarantine upon return from the conference, subject to CDC recognized exceptions (i.e., fully vaccinated for at least 2 weeks with FDA emergency/authorized vaccine or previous COVID-19 positive test within prior 3 months). Approval to attend professional conferences must be pre-approved by the employee's Program/Department Director and Associate Dean/Senior Department Leader and will be based on consideration of potential quarantine requirements and the employee's on-campus responsibilities. Currently, approval will not be granted to attend or present in person at international conferences.

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## SPECIFIC DOCUMENTATION

While this policy is in effect, employees who plan to travel to any international destinations or on a cruise ship or to an area subject to local restrictions are required to complete the [Travel History Form](#).

Employees not fully vaccinated (FDA emergency/authorized vaccine, final dose received at least 2 weeks prior to return date), who must quarantine due to travel or conference attendance, are to complete the [Medical Quarantine Form](#) and self-quarantine for 10 days (or such other period as may be prescribed by the CDC at the time), upon the return from restricted travel. During this period, employees should self-monitor for the development of any COVID-19 symptoms including fever, cough, shortness of breath, loss of taste or smell, fatigue, and body aches. Employees who develop any such symptoms should contact their healthcare provider, as needed, and their supervisor to discuss when and how to safely re-enter the workplace.