



## **GUIDANCE FOR UNIVERSITY-AFFILIATED TRAVEL**

**(UPDATED MAY 25, 2021)**

This guidance is effective as of the date above. This guidance is current as of the date listed herein and is subject to change.

Recognizing that travel imposes additional risks relative to the spread of COVID-19, Penn State has developed the following guidance for domestic and international travel, with additional restrictions for those who are not vaccinated.

### **COVID-19 Vaccination Requirement for University-Funded Travel**

For all domestic and international travel that begins on June 1, 2021 or later, all employees requesting University-affiliated travel that involves University funding **must** be [fully vaccinated](#) against COVID-19 by the date of departure. Please note the following:

- Travel funded by non-university funds (e.g., federal/state grants) is excluded from this requirement.
- Employees with a departure date before June 1, 2021, and employees whose travel after June 1 was approved prior to May 25, are exempt from this requirement.
- Unit executives may choose to exempt from the vaccination requirement those employees for whom the requested travel is part of their regular job responsibilities.

### **Domestic Travel**

Student domestic travel guidance is available [here](#).

Continuing our guidance from June of 2020, employees must seek permission for University-affiliated domestic travel, including air travel, from their unit executive (e.g., dean, chancellor). Employees are asked to limit travel where possible and consider virtual options that might replace or reduce the need to travel. College of Medicine faculty at the Penn State Hershey Medical Center, both clinical and basic science, are expected to follow the shared guidelines issued together by Kevin Black, interim dean of the College of Medicine, and Penn State Health.

Employees wishing to travel should:

- Carefully review the [PA Department of Health guidance](#).
- Research the [restrictions imposed in the area\(s\) to which they are traveling](#) and ensure that they can comply with the restrictions.

- Affirm that you are fully vaccinated (documentation is not required)\*
- Obtain permission to travel from their unit executive.
- Arrange any necessary air travel through Anthony Travel, Penn State's preferred travel agency, when possible.

Employees approved for domestic travel must:

- practice physical distancing and hygiene recommendations before and during travel.
- obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling. Masks should be worn at all times when interacting with others.
- follow all quarantine guidelines and requirements of the destination.
- monitor their health and follow COVID-19 health and safety precautions upon returning home. Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.

### **International Travel**

All University-sponsored international travel involving students, faculty, and staff is suspended until further notice. This guidance will be revisited monthly and revised as State Department and other public health guidance evolves.

If travel is essential, requests should be screened by and submitted through unit executives to Executive Vice President and Provost Nicholas P. Jones at [provost@psu.edu](mailto:provost@psu.edu) and include a description of why the travel is mission critical. For the Applied Research Laboratory, essential travel will be reviewed by Senior Vice President for Research Lora G. Weiss at [OSVPRTravel@psu.edu](mailto:OSVPRTravel@psu.edu). For the College of Medicine, essential travel will be reviewed by Interim Dean of the College of Medicine Kevin Black at [dean@pennstatehealth.psu.edu](mailto:dean@pennstatehealth.psu.edu). After this review, all travel requests will be sent to the Global Safety Office for review by the International Restricted Travel Committee prior to final approval.

Employees wishing to travel internationally must request approval at least one month prior to the expected date of departure. Requestors must receive approval prior to purchasing airline tickets, hotel accommodations, etc. Once approved, all international travel must be registered with the Travel Safety Network at least three business days prior to departure. All travel arrangements **MUST** be made through Penn State's travel provider, Anthony Travel. The Global Safety Office ([TSN@psu.edu](mailto:TSN@psu.edu)) will continue to assist approved international travelers and be a resource for any questions about health and safety at your destination(s).

International travel requests must contain the following elements:

1. Identify why the travel is critical.
2. Provide a proposed travel itinerary with the expected dates of travel and country or countries to be visited, including a return date.
3. Affirm that you are fully vaccinated (documentation is not required)\*
4. Review health and safety information for the country or countries you plan to

visit, taking into account the impact of the COVID-19 pandemic:

- a. Please describe the prevalent risks currently present in the country or countries where you are proposing to travel. Please refer to the [U.S. Department of State Travel Advisory](#) for the country you are traveling to as well as [United Healthcare Global WorldWatch](#) report to research current risks associated with your travel.
  - b. For the risks you have identified, please explain how you would prepare for and mitigate those risks and respond to possible emergencies.
  - c. Please indicate any previous travel experience and/or language skills that may be relevant to the country in which you plan to travel.
5. Affirm that you have carefully reviewed the [PA Dept of Health Travel guidance](#).
  6. Affirm that you have carefully reviewed the [Penn State COVID-19 site](#).
  7. Please research the [restrictions imposed in the area\(s\) to which you are traveling](#) and ensure that you can comply with the restrictions.
  8. Provide documentation that the institution/organization you will be visiting has provided you with permission, if applicable.
  9. Your unit executive should submit this request on your behalf and indicate their approval and indicate their approval and affirmation that the research being conducted is essential.

Please note the following:

- All requests to travel must be submitted at least one month prior to the date of departure.
- **All international travel must be registered with the Travel Safety Network at least three business days prior to departure. All travel arrangements MUST be made through Penn State's travel provider, Anthony Travel.**
- [Policy TR01, International Travel Requirements](#), applies to all international travel.

Travelers must:

- practice physical distancing and hygiene recommendations before and during travel.
- obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling. Masks should be worn at all times when interacting with others.
- follow all quarantine guidelines and requirements of the destination.
- monitor their health and follow COVID-19 health and safety precautions upon returning home. The [CDC recommends](#) that vaccinated travelers get tested with a viral test 3-5 days after travel and self-monitor for COVID-19 symptoms. Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.

If an individual who is not vaccinated is making a request to travel for sponsored research purposes, they must obtain permission to travel from their unit executive (if domestic travel), or for international travel, from the Office of the Vice Provost for Faculty Affairs (colleges and campuses), Dr. Lora Weiss (institutes and ARL), or Dr. Kevin Black (College of Medicine). Unvaccinated employees who receive permission to travel must sign an [acknowledgement of risk](#). Unvaccinated international travelers should get tested

with a viral test 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel.

\*Employees who are not vaccinated because of a medical condition, documented disability or religious belief may request an exemption by contacting the Affirmative Action Office at [aao@psu.edu](mailto:aao@psu.edu).