GUIDANCE FOR UNIVERSITY-AFFILIATED TRAVEL

(UPDATED JUNE 19, 2020)

This updated version of the guidance is effective July 1, 2020. Please note that this guidance is current as of the date listed herein and is subject to change.

Domestic Travel

Beginning July 1, 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. NOTE: Approval for University-sponsored domestic air travel involving students, faculty, and staff prior to July 1 must continue to be sought from the Executive Vice President and Provost, Nicholas P. Jones, at provost@psu.edu.

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.
- Obtain permission to travel from their unit executive.
- Arrange any necessary air travel through Anthony Travel, Penn State’s preferred travel agency, when possible.

Once approved for travel, employees must comply with the following:
- Practice social distancing and hygiene recommendations before and during travel.
- Obtain masks, hand sanitizer, and any PPE that might be necessary in the course of their work while traveling. Masks should be worn at all times when interacting with others and as advised by the area(s) to which they are traveling.
- Travel one person per vehicle unless an exceptional circumstance dictates otherwise.
- Observe the following guidelines when returning home:
  - Domestic travel from other states, or from green to red or yellow to red counties within PA:
    - Asymptomatic individuals who have been given permission for on-site work can continue to work following the “Health Monitoring and
Temperature Screening process in the COVID-19 Supervisors Instructions.

- For 14 days after returning home, employees must take their temperature at home within one hour before reporting to work and report “ok” status to supervisor or designee before arriving to work.
- Individuals who become ill/symptomatic stay home and follow the COVID-19 reporting protocols.
  - Domestic travel from green to yellow or yellow to yellow counties within PA:
    - No restrictions for asymptomatic individuals. Employees who become ill should stay home and follow COVID-19 reporting protocols.

Employees commuting to the workplace between counties within PA or other states:
- All employees are working remotely until further notice; employees returning to the workplace at this time must have prior approval.
- Individuals should monitor their health; if they become ill/symptomatic, stay home and follow the COVID-19 reporting protocols.
- Individuals do not need to report health condition unless they become ill/symptomatic.

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 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 OSVPRTTravel@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.

Employees wishing to travel internationally must receive approval prior to purchasing airline tickets, hotel accommodations, etc. Once approved, all international travel must be registered with the Travel Safety Network. All travel arrangements MUST be made through Penn State’s travel provider, Anthony Travel.