

05/27/2021

## **COVID-19 Travel Guidelines**

Proposed travel plans, along with risks and possible expenses must be discussed with your supervisor.

- Employee Travel
  - Planning for travel
    - Review of travel restrictions/guidelines at destination to ensure they can be met
  - Throughout travel
    - Adherence to all SLCC travel guidelines
    - Adherence to all CDC and local guidelines for travel destination
    - COVID-19 self-reporting form completed to initiate COVID Response Team immediately if any symptoms develop or there are any known exposures to COVID-19
- Student Travel
  - Planning for travel
    - Review of travel restrictions/guidelines at destination to ensure they can be met
    - Campus Groups software to obtain all necessary approvals
  - Throughout travel
    - Adherence to all SLCC travel guidelines.
    - Adherence to all CDC and local guidelines for travel destination
    - COVID-19 self-reporting form completed immediately if any symptoms develop or there are any known exposures. Work with COVID Response Team to develop a plan to manage the safety of the entire group.