

## Expectations for Travel Policy

A new Expectations for Travel protocol has been developed to outline the College's policy regarding travel (institutional and personal) during this semester. Please be sure to consider carefully these requirements when making personal travel plans.

### College-Sponsored Travel

- All College-sponsored domestic and international travel is suspended through December 2020, except for essential travel. Essential travel includes travel for recruitment, admissions, research and other purposes if deemed mission-critical by the vice president or dean, who must provide written approval prior to travel.
- Travel to U.S. states and territories where COVID-19 cases are high or increasing must be avoided. Consult the [COVID Warning System](#) and avoid travel to areas where outbreaks are active (red) or at risk (orange).

### Personal Travel & Guests

- The College does not restrict faculty and staff personal travel, but for the overall health and well-being of our Community, the College requests all faculty and staff to avoid non-essential personal travel, if possible, and to be vigilant about travel-related health and safety practices in order to maintain a healthy campus community.
- Employees traveling to a state where COVID cases are increasing, or out of the country, are required to register their travel in advance using this [form](#), and also discuss the plan for their return to work with their supervisor/department chair. This requirement is designed to allow the College to understand the potential risks to campus from personal travel.
- Employees who travel to states or countries that require a self-quarantine period upon return must work remotely during that self-quarantine period. If working remotely is not possible, employees must use their vacation days for the quarantine period, or take unpaid leave. Arrangements for remote work – or paid/unpaid leave time – must be discussed with the employee's supervisor/department chair in advance of travel.
- Additionally, employees who host overnight guests in their home from states or countries that are experiencing an increase in COVID-19 cases must quarantine afterwards and work remotely during that self-quarantine period. If working remotely is not possible, employees must use their vacation days for the quarantine period, or take unpaid leave. Arrangements for remote work – or paid/unpaid leave time – must be discussed with the employee's supervisor/department chair in advance of hosting. The College may deny leave time that includes plans that will require a self-quarantine period that unreasonably interferes with staffing coverage or causes other operational difficulties.
- Effective July 6, 2020, persons entering or returning to the State of Illinois from any states on the [list](#) referenced in Chicago's [Emergency Travel Order](#) must quarantine for 14 days if they are residing or staying in Chicago.