

## **Updated Expectations for Travel Protocol (1-13-21)**

The Expectations for Travel (institutional and personal) protocol has been updated for the spring semester. Please be sure to consider carefully these requirements when making any travel plans.

### **College-Sponsored Travel**

- All non-essential College-sponsored domestic and international travel is suspended through May 31, 2021. Essential travel is permitted, including travel for recruitment, admissions, research and other purposes, if deemed mission-critical by the relevant vice president or dean, who must provide written approval prior to the essential travel.

### **Personal Travel**

- The [COVID Warning System](#) indicates that all contiguous U.S. States are in “active” or “severe” outbreaks, and the CDC recommends avoiding all non-essential travel. Therefore, the College strongly encourages employees who work on campus to be extremely cautious regarding any personal travel as an additional precaution to ensure the health and safety of our Community.
- Employees are responsible for checking the CDC website to see if their travel destination has been added to an advisory list. 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, and avoid coming to campus. Arrangements for remote work – or paid/unpaid leave time – must be discussed and cleared with the employee’s supervisor/department chair in advance of travel.
- Employees who live in the city of Chicago must abide by the city’s [Emergency Travel Order](#), which – at this writing – requires a 10-day quarantine upon return from nearly all U.S. states and 2 territories.
- Employees should conduct a self-screening process for symptoms of COVID-19 before starting travel and after returning from travel.

### **Public Transportation**

- If you commute using public transportation, wear a face mask before entering the bus or train and throughout your journey. Avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60 percent ethanol or 70 percent isopropanol as soon as possible and before removing your face mask.