

GUIDANCE FOR UNIVERSITY-RELATED TRAVEL DURING A PANDEMIC

Approved July 1, 2021

BACKGROUND:

On March 11, 2020, due to the global COVID-19 pandemic, the University prohibited all university-sponsored international travel and non-essential domestic travel until further notice. On April 27, 2021, the Centers for Disease Control and Prevention (CDC) and the State of Illinois provided new information that enables the University to permit some travel, effective July 1, 2021.

POLICY & GUIDING PRINCIPLES:

It remains the Policy of the University that travel must serve the best interest of the University of the Illinois System, have a legitimate business purpose, and be related to the employee's job duties. Employees who have concerns about traveling should discuss these concerns with their supervisor (See [OBFS Section 15.1.3](#))

UIS has articulated its guiding principles in its [United in Safety webpage](#) and will continue to prioritize the health and safety of its students, faculty, staff, visitors and the community.

It is strongly recommended that anyone traveling on university business be vaccinated against COVID-19.

APPROVAL PROCESS FOR EMPLOYEE/FACULTY REQUESTS TO TRAVEL:

All university-sponsored business travel involving at least one overnight stay must be pre-approved well in advance of the travel period (recommended: at least 10 days) via the established approval process for travel in their division, regardless of the source of funding. Travel for intercollegiate athletics should follow applicable university, conference and NCAA guidance.

If not traveling overnight, an employee must have supervisor approval and follow current university guidelines for health and safety throughout the course of the trip.

Considerations for Approval:

- The [State Department designation](#) for the destination country (if international)
- Current [CDC guidance](#)
- Whether the travel is necessary to fulfill the university's fundamental mission
- Whether the need for post-travel quarantine will adversely affect the operations of the unit
- Whether the traveler/organizer has demonstrated an awareness of the risks associated with the requested travel and developed a plan to respond to COVID-19 and other potential concerns during the trip

GUIDANCE FOR SAFE TRAVEL

• **Travel Planning**

The University strongly encourages people to wait until they are fully vaccinated before traveling. If the traveler has a medical condition or is taking medication that weakens their immune system, they may

NOT be fully protected even if they are fully vaccinated. In that case, the traveler should talk to their healthcare provider before planning to travel.

A traveler should assess the COVID-19 situation at the destination before submitting a request. International restrictions are fluid, so check the CDC's COVID-19 "[Travel Recommendations by Destination](#)" as well as the U.S. Department of State website for other [international travel warnings](#) periodically. Because local conditions can change rapidly, approval to travel may be rescinded at any time, up until the date that travel begins. Note that the University may terminate trips in progress and expect travelers to return to campus if COVID-19 conditions create a danger for participants.

Travelers must follow the CDC recommendations for [domestic](#) or [international](#) travel and should continue to follow United in Safety measures while traveling and at their destination. Travelers should also prepare to follow all COVID-19 safety requirements related to travel, testing, or quarantine for their destination or locations encountered during stops while en route.

If unvaccinated travelers, or travelers who do not wish to disclose their vaccination status, will be sharing a vehicle with others, all vehicle occupants must practice the mitigation strategies of: wearing a face covering, maintaining as much physical distance as practical, and enhanced ventilation within the vehicle as much as possible.

[Face coverings are required](#) on public transportation such as planes, buses and trains, when traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations, as well as at many venues and events.

- **After Travel**

Travelers must resume participation in the campus testing program, if applicable (not vaccinated or have not verified vaccination status), as soon as possible upon return.

Travelers should follow CDC guidance on post-travel behaviors for fully vaccinated and unvaccinated individuals, dependent on their personal status.

RESOURCES

<https://www.obfs.uillinois.edu/travel/>

[Travel Recommendations from the CDC](#)

[United in Safety](#)

[State Department](#)