

## Travel Advisory – March 11, 2020 Faculty and Staff

As we continue to monitor the spread of Coronavirus Disease 2019 (COVID-19), our team is working diligently to ensure the safety and wellbeing for all students, faculty, staff and our community at large. As such, we want to provide the following information and guidance as it relates to business and personal travel. Please visit the University's website on Coronavirus for daily updates <https://www.sc.edu/safety/coronavirus/index.php>.

### Domestic Travel:

We are providing the following information related to **domestic** travel for university-affiliated travel.

- We discourage all non-essential domestic travel. This includes any business, research, or academic travel, as well as conferences.
- Non-mission critical travel to any domestic area that has declared a State of Emergency is not authorized, even if previously approved.
- We highly discourage attendance at local workshops and conferences that may have 50 or more individuals. Social Distancing must be exercised with all activities.
- The definition of "essential" or "mission critical" travel will be determined on the department/Dean level.
- All future travel should be booked through the university's contracted travel agent until further notice.
- Encourage the purchase of refundable tickets and reservations as appropriate.
- All domestic travel that has happened or is in process up through the date of this travel advisory will be reimbursed in accord with the University Travel Policy.

### International Travel:

For those who are planning travel outside of the United States, effective immediately and until further notice, all non-mission critical international travel is not authorized to any country, even if previously approved. **This includes any business, research, or academic travel, as well as conferences.** Please see the CDC website for the Travel Alert Warnings. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Any exception to this travel advisory will require review and approval by the Dean or Department head and subject to approval from the Coronavirus Emergency Management Team. Exceptions should be sent to the Controller's Office Travel Department. Once approved, then you will be notified by the Travel Department.

Unauthorized University business related international travel to any country will not be reimbursed and may result in disciplinary action.

For those who are currently outside of the United States, University of South Carolina strongly encourages return as soon as practical to avoid travel delays, minimize health risks, and support University operational continuity. University of South Carolina will work with you to ensure a smooth transition. If you are traveling from or through a country that has a level 3 Alert,

you must inform the University immediately. Upon your return, you must self-quarantine off campus for 14 days. This quarantine will be managed and enforced through DHEC.

Non-mission critical visitors related to the University's operations are prohibited. If you are hosting a visitor from outside the United States or a state that has declared a State of Emergency, please be aware that you and your guest may be subject to screening and/or quarantine. These visitors should be coordinated with the Office of International Scholars.

### **Travel Reimbursements:**

- All travel that has happened or is in process up through the date of this travel advisory will be reimbursed in accord with the University Travel Policy.
- Travel reimbursements for any international travel be reimbursed up through the date of this travel advisory in accord with the University Travel Policy.
- Travel following this advisory must adhere to this advisory and the University Travel Policy.

### **Travel Cancellations:**

University Employees needing to cancel their travel plans due to conference cancellation or personal cancellation out of concern should adhere to the guidance below:

- The university will reimburse for reasonable flight cancellation or change fees or any other nonrefundable travel expense (e.g. registration, lodging, rental cars, etc....) you already incurred due to the COVID-19 virus. You are encouraged to ask for a "change fee waiver" which some airlines are granting under the current circumstances.
- All documentation from the airlines regarding the cancellation must be attached to the travel expense report for the reimbursement to be processed. This should include scanned or emailed receipts, change fees, plane tickets, etc... directly related to the expense and should indicate clearly that it was canceled or is nonrefundable.
- Submit requests to your supervisor for approval as you would any other reimbursement and submit a travel expense report as normal.
- While an airline ticket or other expense may be considered non-refundable, in many instances you are given a "credit" that can be used towards future travel within a certain time period for these types of expenses. These details should be noted in your documentation and you are expected to apply that "credit" towards future university business travel. These credits should be reported to the Controller's Office Travel Department.

### **Personal Travel**

For the foreseeable future and until further notice, we strongly encourage you to avoid personal international or domestic travel. Your choices could have serious adverse impacts on your family, other employees, students, and the community. Please review your personal and family emergency plans so that you will be prepared as the COVID-19 virus spreads throughout the U.S.

As the virus continues to spread throughout the world, we encourage you to monitor locations you may be considering, both domestic and international, per the CDC's website.

We anticipate as this situation evolves, there will be additional screening and quarantine requirements mandated by government entities. Additional advisories will be issued as warranted.

Thank you for your cooperation with these efforts. Should you have any questions, please do not hesitate to reach out to the Controller's Office Travel Department of questions.

### **High-Risk Populations**

The CDC has determined certain populations are at higher risk of complications from coronavirus (COVID-19). Anyone who is planning for a group visit involving high-risk populations should cancel the visit. Any member of the University's community who is included in the CDC's high-risk description should refrain from travel until the virus is contained.

### **Prevention Tips**

Everyone should remain vigilant and take necessary precautions to prevent the spread of COVID-19, including the following:

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw all used tissues directly into the trash.
- Cover your mouth and nose with the inside of your elbow when coughing or sneezing if you do not have a tissue.
- Wash your hands with soap and water for at least 20 seconds often throughout the day, especially after you cough or sneeze, and also before preparing food or eating. Alcohol-based (60%) hand cleansers are also effective.
- Avoid touching your eyes, nose, or mouth.
- Limit your contact in areas that are highly populated.