

Subject: Off Campus Work And Travel for 2021-22 Fiscal Year
Date: Thursday, December 9, 2021 at 11:16:30 AM Pacific Standard Time
From: LEE-LEWIS_SHERRI
To: DISTRICT

Good Morning,

Please review the information below related to Off-Campus Work and Travel for 2021-2022.

Off-Campus Work and Travel for 2021-22 Fiscal Year

Off-campus trainings, presentations, outreach, tabling, and meetings will be approved in the following circumstances:

- When essential to the Mission of the College or necessary to meet requirements of employment.
- Off-campus work activities such as presentations, outreach, tabling, meetings, etc. subject to the following:
 - Check the current COVID-19 situation at your destination, to ensure you are not traveling to a destination that is currently spiking.
 - Employees attending the event must be vaccinated.
 - A safety plan must be approved for the activity.

Professional and academic conferences within the United States subject to the following:

- Employees attending the event must be vaccinated.
- The conference has a safety plan in place that requires all attendees to be vaccinated or recently tested. The conference safety plan shall be attached to the conference request.

This guidance is subject to change. The College reserves the right to cancel approved travel when deemed necessary by the Emergency Operations Team.

TRAVELER'S CHECKLIST: COVID-19 RISK FACTORS

	Y	N	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Avoid all non-essential travel if at all possible.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Avoid hot spots and destinations with travel advisories. Is COVID-19 spreading where you are going? (you can get infected while traveling)
3.	<input type="checkbox"/>	<input type="checkbox"/>	Is COVID-19 spreading in your community? (Even if you do not have symptoms, you can spread COVID-19 to others while traveling)
4.	<input type="checkbox"/>	<input type="checkbox"/>	Do not travel if you have been exposed to COVID-19, you are sick, or if you test positive for COVID-19.

5.	<input type="checkbox"/>	<input type="checkbox"/>	Daily self-monitor for COVID-19 symptoms
6.	<input type="checkbox"/>	<input type="checkbox"/>	Use face masks at all times.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Wearing a mask over your nose and mouth is required in indoor areas of public transportation (including airplanes) and indoors in U.S. transportation hubs (including airports).
8.	<input type="checkbox"/>	<input type="checkbox"/>	Wash your hands with soap or hand sanitizer for at least 20 seconds during travel, every 10-20 minutes.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Do not touch any part of your face.

Do NOT travel if...

- You have been exposed to COVID-19 unless you are fully vaccinated or recovered from COVID-19 in the past 90 days.
- You are sick.
- You tested positive for COVID-19 and haven't ended isolation (even if you are fully vaccinated).

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