

Addendum to University-Sponsored (Employee) Travel Policy related to COVID-19

The University policy will continue to revise this policy based on the understanding and guidelines of the CDC and State of NH regulations. This temporary policy remains in place due to the continued response to the COVID-19 pandemic.

Purpose:

Franklin Pierce University's foremost priority remains the safety and well-being of our students, faculty, staff, alumni, and communities. The purpose of this policy is to outline the restrictions and approval process for University business-related travel for faculty and staff. As revisions are made to health and safety guidance, we will continue to update this policy.

Expectations of Employees:

Wherever possible and based on reductions in current travel budgets, we expect that employees will continue to attend conferences, trainings and seminars virtually. When physical travel is required, we expect all employees to abide by local or state regulations regarding guidelines when conducting University business and prior approval should be obtained from your direct supervisor.

Business-related Travel:

Based on the current CDC and state guidelines, there are no current travel restrictions or quarantine mandates for domestic travel.

The following recommendations have been adopted based on the current CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

For fully vaccinated employees:

- While travelling:
 - Masks are required on planes, buses, trains and any other form of public transportation.
 - Avoid crowds and stay at least 6' apart from anyone who is not part of your travel party.
 - Wash hands often or use hand sanitizer.
- Post travel:
 - Self-monitor for COVID-19 symptoms.
 - Follow all state and local recommendations or requirements.
- For international or cruise ship travel:
 - Self-quarantine for 10 days after travelling unless fully vaccinated.

For unvaccinated employees:

- Before travelling, get tested 1-3 days before your trip.
- While travelling:
 - Masks are required on planes, buses, trains and any other form of public transportation.
 - Avoid crowds and stay at least 6' apart from anyone who is not part of your travel party.
 - Wash hands often or use hand sanitizer
- Post travel:
 - Self- monitor for COVID-19 symptoms.
 - Recommended to be tested 3-5 days after you arrive home.