

THE TRUSTEES OF TRINITY COLLEGE COVID-19 TRAVEL POLICY

Policy Statement

Trinity College is committed to ensuring the well-being of our students, faculty, and staff and to doing our part in limiting the spread of COVID-19. For the duration of the public health crisis, travel is generally discouraged. This college policy applies to all kinds of travel for students who are living and/or studying in-person/on campus and to work-related/college-sponsored travel for faculty and staff. It does not apply to personal employee travel nor to routine employee commuting to and from work. This policy replaces the travel policy from fall 2020 and remains in effect through June 30, 2021.

Reason for the Policy

The purpose of this policy is to ensure that all members of the Trinity community have a clear and consistent understanding of the prohibitions and guidelines relating to travel, as well as the procedures for seeking approval for personal or college-sponsored off-campus travel.

Travel poses considerable risk during an infectious disease outbreak as individuals visiting locations with higher prevalence of disease may return to their communities with the pathogen. This has been demonstrated to be the case with COVID-19 as some of the spread of the disease around the globe came as a result of infected travelers passing on the virus in their local communities. Additionally, during travel it is often more difficult to maintain strict physical distancing for activities of daily living, especially if travel makes use of public transportation. Activities of daily living are also riskier during travel (for example, using shared restrooms, eating in restaurants, etc.).

Definitions.

Essential Travel

Although travel poses risk, some travel may be essential for work, and individuals may deem it necessary for personal reasons. This policy allows for essential personal and work-related travel, as defined below, subject to the approval of the college and to further guidance and restrictions of local, state, and federal governments. See below for guidance on curricular and co-curricular travel.

For students. Essential travel for students is narrowly defined and limited to: travel related to family emergencies; medical or legal appointments; and to pharmacies or grocery stores.

For faculty. Essential travel for faculty employees is limited to research activity that cannot reasonably be postponed, despite the pandemic.

For staff. Essential travel for staff employees is limited to work-related activities that are critical to the operations of the college.

All other travel is considered non-essential and is therefore prohibited. For the sake of clarity, below are some examples of non-essential, prohibited travel:

For students. Travel to dine in restaurants and bars (even those within walking distance of campus), to exercise at fitness gyms, or to socialize in groups at locations such as shopping

centers.

For faculty. Travel to participate in professional development activities not directly related to research.

For staff. Travel to participate in professional development activities.

Requesting Approval for Essential Travel

Students seeking approval for essential travel—or with questions about travel—should contact the Office of Student and Community Life at doso@trincoll.edu at least 72 hours in advance of travel (unless it is a time-sensitive emergency).

Faculty seeking approval to engage in such travel should consult with their department chair or program director. The Office of the Dean of Faculty will make the final determination as to whether requested travel cannot reasonably be postponed and therefore is essential.

Staff employees seeking approval for essential travel should consult with their supervisor. The appropriate vice president will make the final determination as to whether requested travel is critical to the operations of the college and therefore is essential. Vice presidents seeking approval to travel must consult with and obtain approval from the president of the college.

Approval Process

Faculty and staff requests for college-related travel must be approved by the appropriate vice president. Approval will be based upon:

1. An assessment of the immediate need for the requested travel instead of at some later time;
2. The immediate importance of the requested travel to the college's core mission;
3. The potential long-term consequences to the college of not permitting the requested travel; and
4. The feasibility of adhering to current CDC travel guidelines and local health and safety recommendations/restrictions at the destination.

Other Policies

Approved essential business travel by faculty and staff is subject to current Trinity policies governing travel generally, as well as testing and quarantine guidelines for the state of Connecticut and any other relevant jurisdictions.

Curricular and Co-Curricular Travel

Faculty seeking approval for curricular travel should consult with their department chair or program director. The chair or director should then consult the Office of the Dean of Faculty, which will make the final determination as to whether to allow the requested travel. Staff members and any student group that wishes to travel off-campus for co-curricular activity must submit a written request via e-mail to the appropriate division head. All such travel requires an accompanying non-student employee of the college to serve as a sponsor.

The travel requests must be accompanied by a health and safety plan that states that the sponsor of the travel is cognizant of and intends to adhere to the local health and safety recommendations/restrictions at the destination. Furthermore, health and safety plans must

address risk to travelers while en route and at the proposed destination, risk to others in the destination community, and risk to the Trinity community upon return.

Requests should be submitted no less than two weeks prior to the first date of proposed travel and must include:

- The nature and purpose of the activity;
- The proposed destination and estimated travel time;
- The names and affiliations of all participants; and
- ***For co-curricular travel only:*** a signed waiver and assumption of risk form for each participant.

Travel Guidance

All travel should follow state, federal, and international guidelines. Prior to committing to any travel, all employees should carefully review the most current CDC safety guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>), as well as any Connecticut state guidance (<https://portal.ct.gov/DEMHS/Coronavirus>).

All travelers who are returning from high-risk travel are encouraged to obtain COVID-19 testing upon their return to campus. Even if not subject to state quarantine requirements, travelers returning from high risk travel should make every effort to work remotely until it is clear that they are not infected with COVID-19.

Logistics for Local Travel

During approved travel, the following guidelines must be followed:

- Face masks must be worn at all times;
- Only one person per row in a vehicle; and
- Passengers may not sit directly behind the driver or directly behind one another.

Use of College-Owned Vehicles

Students, staff, and faculty who are College-approved drivers may charter a vehicle (such as a 7- passenger minivan) from Trinity Facilities. College-owned vans may be used with proper approval and will have signage indicating which seats may or may not be occupied. Vehicles will be thoroughly cleaned and disinfected between each use. Everyone in the vehicle must wear a face mask at all times.

Trinity Shuttles

For safety reasons, shuttle services will be provided during the evening hours. The driver and all passengers will be required to wear face masks. Only identified seats in alternating rows may be occupied, and no standing passengers are permitted.

Use of Personal Vehicles

The same guidelines apply to personal vehicles when they are being used for curricular or co- curricular travel. This means that only two occupants, sitting diagonally from each other, are permitted in a standard two-row car. No one should feel pressured to use their personal vehicle for curricular or co-curricular travel.

College-Procured Buses

The use of college-procured buses may be considered only after March 15, 2021. For college-procured buses, capacity will be no more than 50% (e.g., 27 people in a 55-passenger bus), all occupants must wear face masks at all times, and no riders may share a seat.

Employee Personal Travel

This policy does apply to personal travel that is unrelated to Trinity College. However, community members should carefully consider the potential impact of personal travel on individual and community health and their ability to perform their work functions. Personal travel that presents increased risk at this time is strongly discouraged.

Employees who undertake personal travel should anticipate potential governmental quarantine restrictions if they travel out of state. Advance guidance is important to

anticipate the potential need for testing and possible additional time away from campus upon return. Such time should be built into employee travel planning, and shared with the relevant supervisor or department head.