

# THE TRUSTEES OF TRINITY COLLEGE COVID-19 TRAVEL POLICY

## COVID-19 TRAVEL POLICY

### **Policy Statement**

This policy applies to all Trinity faculty, staff, and students who wish to travel off-campus for any Trinity-related or sponsored activity. To do our part in limiting the spread of COVID-19, travel outside of Connecticut is discouraged for the duration of the public health crisis.

Off-campus travel during this time is generally discouraged. Members of the Trinity community are urged to exercise due care and consider whether any trip needs to be taken at that time to that destination, including personal travel.

Approval from the appropriate Vice President or the President is required for all travel. This policy will remain in effect throughout fall 2020.

### **Reason for the Policy**

Trinity College is committed to ensuring the well-being of our students, faculty, and staff. The College has established a task force to develop protocols for Trinity's response to the potential risks posed by COVID-19. The purpose of this policy is to ensure that all members of the Trinity community have a clear and consistent understanding of what procedures are required for seeking approval and engaging in college-sponsored travel in order to ensure the health and safety of all members of the Trinity community.

Travel poses considerable risk during an infectious disease outbreak as individuals visiting locations with higher prevalence of disease may return to their homes 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.).

Although travel poses risk, some travel may be essential for work, and individuals may feel it necessary to travel for personal reasons. This policy does not restrict personal travel but does offer guidance and references governmental restrictions that should be considered when planning personal travel. Not all travel poses the same level of increased risk. Examples of high risk travel include (a) travel to cities or regions with a high number of COVID-19 cases; and (b) travel using public modes of transportation, particularly through airport hubs, in planes, trains, subways, boats, ships and buses (note that regular commuting to and from campus by bus is not included in higher risk travel activities).

### **Definitions of Essential Travel**

*For faculty*, essential travel is required to preserve a research project or activity that cannot be postponed. Faculty seeking approval to engage in work-related essential travel should consult

with their department head. The Dean of Faculty will make the final determination about whether travel meets the criteria of being essential.

***For staff***, essential work-related travel requires participation in activities whose omission would cause harm to the operations of the college. Travel to participate in professional development activities is considered non-essential. Staff seeking approval to travel should confer with their supervisor and communicate a request to the responsible Vice President, who will make a final determination. Vice Presidents seeking approval to travel must confer with the President.

***During Fall 2020, for students***, no college-sponsored domestic or international travel is considered essential.

### **Business Travel**

Non-essential business travel is prohibited.

Essential business travel requires approval by the appropriate Vice President and must follow current Trinity policies governing travel generally. For domestic travel, whether to quarantine or not will depend on where you traveled and if you came into contact with someone you know who has since tested positive for COVID-19.

### **Approval Process**

Requests for college-related travel must be approved by the responsible Vice President.

Approval will be based upon:

1. the capacity to adhere to CDC travel guidelines and local health recommendations at the destination;
2. an assessment of the need for the requested travel during the semester instead of at some later time;
3. the immediate importance of the requested travel to the College's core mission; and
4. the potential long-term consequences to the College of not undertaking the requested travel during the semester.

### **Curricular and Co-Curricular Travel**

Any group who wishes to travel off-campus for a curricular or co-curricular activity must submit a written request via e-mail to the appropriate division/department head. Those requesting travel should be able to indicate that they have fully considered and can adhere to local health and safety practices. Health and safety plans should 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 names of all participants
- The proposed destination and estimated travel time
- The nature and purpose of the activity
- ***For co-curricular travel only***: A signed waiver and assumption of risk form may be required from 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 have undertaken 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 no infection has occurred.

## **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
- 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 rent 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 a face covering. 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 passengers, sitting diagonally from each other, are permitted in a standard two-row car. No one may be pressured to use their personal vehicle for curricular or co-curricular travel if they do not feel comfortable doing so.

### *College-Procured Buses*

The use of college-procured buses may be considered only after September 20, 2020. For college-procured buses, capacity will be no more than 50% (e.g. 27 people in a 55-passenger bus), all riders must wear face masks at all times, and no riders may share a seat.

## **Personal Travel**

This policy does apply to personal travel. However, the college asks community members to carefully consider the potential impact of personal travel on individual and community health. Personal travel that presents increased risk at this time is strongly discouraged. Nevertheless,

members of our community may find it necessary to undertake such travel, and it is not prohibited by Trinity. Employees who undertake personal travel should anticipate potential governmental quarantine restrictions if they will be traveling 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 planning, and shared with the relevant supervisor or department head.

**Cross References to Related Policies**

- [Fleet Rental](#)