Scripps College COVID-19 Business Travel Policy

This policy will be evaluated and updated as public health guidance and travel advisories continue to evolve. This policy is not intended to cover every possible situation.

Travel increases the risk of becoming infected with and transmitting COVID-19. Both the CDC and LA County Department of Public health recommend that individuals delay travel and remain close to home to protect themselves and others from the virus, even if vaccinated.

Scripps College has suspended all non-essential international and domestic business travel for faculty and staff. The College encourages all employees to follow applicable public health guidance with respect to personal travel.


http://www.publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm

The Divisional Vice Presidents and the Dean of Keck Science have authority to approve exceptions to the travel suspension if there are compelling reasons that support the academic and co-curricular mission of the College or critical administrative operations of the College (“Essential Travel”). All essential Travel must be approved prior to booking a trip or committing funds.¹

What is Considered Essential Travel?
Travel may be deemed “essential” only when the travel demonstrably and significantly advances one or more of the following:

- Meet contractual obligations committed prior to COVID-19 that cannot be met remotely or postponed
- Required job training/ certification/ professional development that cannot be accomplished remotely or postponed
- Critical administrative operations of the College
- Preserve the safety of a research subject and that cannot be accomplished remotely or postponed
- Preserve the result of a research activity and that cannot be accomplished remotely or postponed

¹ No international business travel to countries that the U.S. State Department has designated as category 4 “Do not Travel” will be approved.  https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/
• Preserve continuity of grant funding or completion of grant required activities
• Accreditation activity that cannot be accomplished remotely or postponed
• Clinical practice that cannot be accomplished remotely or postponed
• Approved professional leave, such as, but not limited to, sabbaticals
• There are no alternatives to travel to complete the work

Approval Process During Travel Restriction
• Employee submits travel request to their respective Vice President/Keck Science Dean for consideration.
• Travelers must be aware that while cases may be low at Scripps or at the destination, other travel-inhibiting conditions may exist, e.g., lack of robust testing, contact tracing, and symptom tracking. All of these considerations, as well as issues such as entry conditions, travel restrictions, and changes in screening procedures, are the responsibility of the employees to evaluate.
• VP/Keck Science Dean confirms budgetary funds and verifies that travel is warranted based upon the requirements above.
• VP/Keck Science Dean informs faculty or staff member whether travel has been approved.
• If approved, employee will be responsible for following COVID-19 return from travel guidelines as set forth below

Return from Travel Protocol
• Any employee who travels outside the state of California, for any reason, is required to follow the then current LA County Public Health Guidelines on return from travel.²
• Before such employee may return to campus, the employee must be cleared by the HITL contact center.

Resources for Those Who Choose to Travel Personally or are Approved for Business Travel
• The additional linked information from the Centers for Disease Control (CDC) details the risks and considerations associated with how one travels:

² http://www.publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm