



June 22, 2021

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.

The Center for Disease Control recommends that individuals delay travel until fully vaccinated. If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated individuals.

Domestic Travel recommendations.

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

Foreign Travel recommendations. International travel poses additional risks, and even fully vaccinated travelers might be at increased risk for getting and possibly spreading some COVID-19 variants. The COVID-19 situation, including the spread of new or concerning variants, differs from country to country. All travelers need to pay close attention to the current COVID conditions at the destination before traveling.

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

The Divisional Vice Presidents and the Dean of Keck Science have authority to approve appropriate travel that supports the academic and co-curricular mission of the College or critical administrative operations of the College. All Travel must be approved prior to booking a trip or committing funds.¹

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/>



Approval Process for Travel

- Employee submits travel request to their respective Vice President/Keck Science Dean for consideration.
- 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 appropriate.
- 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

Resources for Those Who Choose to Travel Personally or are Approved for Business Travel

Additional information from the Centers for Disease Control (CDC) regarding travel:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

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