



Title:	Travel and Exposure Disclosure Policy for COVID-19
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Policy Statement:

Goodwin University is committed to ensuring the well-being of our students, faculty, and staff. In public health, contact tracing is the process of identifying individuals who may have been in contact with an infected person. COVID-19 (coronavirus) has spread to a number of countries, including the United States. The University has established a task force to develop protocols for Goodwin's response to the potential risks posed by COVID-19. The tracking and disclosure of travel and contact with symptomatic individuals is an important procedure in minimizing the spread of disease.

Objectives

Ensure all students, employees, and affiliates, have a clear and consistent understanding of Goodwin University's procedures for:

- ☐ Travel disclosure
- ☐ Exposure disclosure
- ☐ COVID-19 contact tracing
- ☐ COVID-19 voluntary self-isolation

PROCEDURE DETAILS:

1. All employees should exercise due care, and remain home if experiencing any COVID-19 symptoms. These symptoms include but are not limited to fever, runny nose, cough, sore throat, and shortness of breath. Symptoms typically appear 2-14 days after exposure. Individuals should alert their medical provider of their symptoms.
2. All employees of the University shall follow the Travel and Exposure Disclosure Policy for COVID-19, and use this [form](#) to disclose the following:
 - i. all travel* to level 2 and level 3 international locations, and states on the Governor's travel advisory as of February 1, 2020
 - ii. all international travel regardless of COVID-19 risk level as of February 1, 2020

- iii. all contact with COVID-19 symptomatic individuals who have traveled to level 2 and level 3 countries, or states on the Governor's travel advisory. The list of these locations can be found at:

Domestic: <https://portal.ct.gov/Coronavirus/travel>

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

- iv. any contact with COVID-19 symptomatic individuals or COVID-19 diagnosed individuals within the continental U.S.
 - v. any contact with an individual who has been confirmed as exposed through formal contact tracing, and required to self-isolate by their school, employer, or local health department. This includes but is not limited to school-aged children and domestic partners who are under a period of at-home self-isolation as mandated by their school, employer, or local health department.
3. Anyone who traveled to a level 2 or level 3 country, or spent at least 24 hours in a state on the Governor's travel advisory since February 1, 2020, must complete this [form](#) before returning to campus, and self-isolate at home for 14 days.*** The University will provide resources for remote access where possible. Employees will not use PTO, and will receive their usual compensation during the period of self-isolation. Students will be allowed to make-up work missed during self-isolation.
 4. Anyone who has been in contact with someone who has also visited a level 2 or level 3 country, or who has spent at least 24 hours in a state on the Governor's travel advisory list since February 1, 2020, **and** who is exhibiting COVID-19 symptoms, must complete this [form](#) before returning to campus, and self-isolate for 14 days.*** Individuals will not use PTO, and will receive their usual compensation during the period of self-isolation. Students will be allowed to make-up work missed during self-isolation.
 5. Anyone who has been in contact with an individual who is COVID-19 symptomatic, or diagnosed with COVID-19 must complete this [form](#) before returning to campus, and self-isolate for 14 days. Individuals will not use PTO, and will receive their usual compensation during the period of self-isolation. Students will be allowed to make-up work missed during self-isolation.

6. Any individual who has traveled internationally, or spent at least 24 hours in a state on the Governor's Travel Advisory list since February 1, 2020 must complete this [form](#) before returning to campus.
7. Any student or employee who traveled internationally, and is experiencing COVID-19 symptoms, must disclose travel using this [form](#) before returning to campus, and must self-isolate at home for 14 days.*** Documentation from a medical provider must be provided before returning to campus. Symptomatic employees must use PTO during this time.
8. Any student or employee who lives with an individual who has been identified as exposed through formal contact tracing and therefore required to self-isolate for any period of time by their employer, school, or local health department, must complete this [form](#) and self-isolate for a period of 14 days.***
9. Students who fail to adhere to this policy are subject to disciplinary action including but not limited to expulsion.
10. Employees who fail to adhere to this policy are subject to disciplinary action included but not limited to, the possibility of termination of employment.

***All stops and layovers must be disclosed. Travel that occurred during campus closures including holidays and vacation weeks, must also be disclosed before returning to campus.**

*****Please note that in some instances, a student or employer may return to campus if they are completely asymptomatic, and after a negative COVID-19 test is produced 72 hours after their last known exposure. This will be considered on a case by case basis. In the absence of a negative COVID-19 test, students and employees should expect to self-isolate for a period of 14 days.**