

**Travel Restrictions for University of Nebraska at Kearney
Faculty, Staff, Residents, Fellows, and Students Due to COVID-19
March 12, 2020**

POLICY

In order to slow the progression of COVID-19 in our community and protect our students, employees, and communities with COVID-19, UNK is implementing restrictions on international and domestic University-sponsored travel, **effective immediately and until further notice.**

The following travel guidelines apply to all faculty, staff, and students. This policy applies to regional, national and international travel regardless of the mode of transportation (air, rail, or automobile). This policy does not apply to travel within Nebraska that is considered part of routine assigned duties or an approved educational program of the employee/student/resident.

PROCEDURES

I. Restrictions on Business Travel (UNK Sponsored)

A. All UNK travel is suspended effective immediately:

1. Travel that is being planned for the future, but not yet approved or booked will not be approved or booked during the restriction.
2. Travel through June 30, 2020 that is already approved and booked and paid for by UNK, should be cancelled in such a manner so as to minimize financial loss.
3. Travel through June 30, 2020 that is already booked and paid for by entities other than UNK, but involves traveling under an approved absence from UNK, should be cancelled in such a manner so as to minimize financial loss.
4. For travel that is already booked and paid for in part by the employee or student and has not yet been reimbursed, reimbursement will be arranged through the appropriate academic unit for those portions of the trip that are related to the approved travel that the college had agreed to support.
5. Reimbursement for personal activities that have been booked as addenda to the UNK-approved travel **will not be reimbursed.**

B. Exceptions to this travel restriction for UNK faculty, staff, or students will be made only for travel that is deemed to be essential as approved by the Dean/Director of the UNK College or Unit, upon the request for review by the traveler. For some colleges, exemption requests should first be reviewed and endorsed by the individual's department chair or supervisor.

C. In the case of faculty or staff employed by the Chancellor's office, approval of the exception will be made by the Vice Chancellor for Business and Finance.

D. Exceptions will be granted only after careful consideration of the essential academic and/or business need for the travel, virtual attendance options, and the potential impact on the community and essential functions.

II. Restrictions on Personal Travel

- A. Employees and students are highly discouraged from travel to areas with Center for Disease Control and Prevention Travel Health Notices, regardless of level, or anywhere outside of the continental United States or on travel by cruise ship. Domestic travel should also be carefully considered and should be limited to essential travel, particularly if the traveler is at increased**

risk (based on age or the presence of co-morbidities) or lives with individuals who may be at increased risk, if infection with COVID-19 occurs.

- B. Students and Employees should be aware that personal travel outside the United States may result in delay or quarantine, which may delay the completion of their academic program.
- C. Employees and students must register their travel in advance to allow for planning upon return. The travel registration form can be found [here](#). Employees should regularly consult the CDC website [HERE \[cdc.gov\]](#) to understand the changing COVID-19 status of their destination and should adhere to its guidelines related to travel.

III. Return from Travel

- A. Upon completion of any travel, the faculty, staff, or student may be required to self-quarantine for a period of up to 14 days based on current recommendations from the CDC, the Nebraska Department of Health and Human Services and the county health department. If required to go into self-quarantine, the traveler must contact Student Health as appropriate for a wellness screening prior to returning to work or class. Please contact Student health at 308.865. Failure to do so could result in disciplinary action.
- B. After traveling internationally, the traveler is required to contact Student Health as appropriate for a wellness screening prior to returning to work or class. Failure to do so could result in disciplinary action.
- C. **Attendance and pay guidelines specific to any required quarantine or time off from work will vary.** Faculty and staff will need to discuss the situation with the appropriate human resources officer(s) for their specific circumstances.