

Supervisor guidance on employee international travel

Effective March 12, 2020

This document is intended to guide supervisors in managing impacts to staff or faculty who are returning from or planning international travel.

As of March 5, 2020, no university-affiliated international travel is authorized, and personal international travel is strongly discouraged. For more information, please reference the University's resource for [COVID-19 Travel Information](#).

The University has implemented mandatory screening of all faculty and staff returning from international travel (regardless of destination) or who have had contact with someone who may have COVID-19. Screening may result in access restriction from university-controlled properties for a 14-day period.

If an employee is currently traveling internationally or intends to travel internationally

If you have an employee who is currently traveling internationally, contact the employee prior to their return to notify them of the screening mandate, referencing the guidance below. If you have an employee who has requested leave and they disclose they will be traveling outside of the United States, follow these steps:

- Explain the mandatory screening upon return from an international trip. Encourage the employee to visit the [Clemson University COVID-19 website](#) for more information.
- Explain the possibility of a 14-day period of restricted access to university-controlled properties.
- Discuss the option of leave and/or remote work (telecommuting) in the event that access restriction is required upon the employee's return.
 - If the position allows for remote work, the supervisor and employee should review the University's [telecommuting policy](#) and complete the included agreement. (Prior approval and signature from the employee's dean/vice president is not required for telecommuting agreements related to COVID-19.)
 - If the employee chooses to use leave or is unable to telecommute, the employee should request leave for the workdays occurring during the potential 14-day access restriction period.

Upon return to the United States, employees are required to call University health officials at (864) 656-2457 to report their travel and to request screening. The employee's condition, as diagnosed by medical professionals, will determine whether the employee's access to university properties must be restricted. Employees must update their supervisor based on guidance from the health care provider. After completing the 14-day access restriction period and upon returning to any university-controlled property, the employee should provide their supervisor with "return to work" documentation from a healthcare provider.

Questions?

For additional questions regarding travel guidance, telecommuting, FMLA and leave options, definitions, and other resources and information regarding COVID-19, please access the [Clemson University COVID-19 website](#).

This guidance is in effect for the duration of the international travel restriction.