TO: All University Employees

FROM: Mr. Fred Cratty, Chief Human Resources Officer

RE: Employee Travel - **REVISED**

DATE: September 17, 2021

I have recently received some questions regarding the ability for employees to travel out of state, for leisure or for University business, based on the new COVID-19 guidance provided by Governor Lamont and the Centeres for Disease Control (CDC). Based on the revised guidance, employees will be able to travel for leisure and University business as long as they follow the below guidance:

Domestic Travel Recommendations for Fully Vaccinated Individuals

People who are fully vaccinated with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization can travel safely within the United States. If you are fully vaccinated, take the following steps to protect others if you travel:

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- During Travel
    - Wear a mask over your nose and mouth. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
    - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
    - Wash your hands often or use hand sanitizer (with at least 60% alcohol).

- After Travel
    - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
    - Follow all state and local recommendations or requirements.

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

Domestic Travel Recommendations for Unvaccinated Individuals

****Prior** to any travel, please contact me at 203-837-8665 or via email at crattyf@wcsu.edu in order to make sure you properly follow the necessary precautions **before** you return to work from your travel.**

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
  - Get tested with a viral test 1-3 days before your trip.

- While you are traveling:
  - Wear a mask over your nose and mouth. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
  - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
  - Wash your hands often or use hand sanitizer (with at least 60% alcohol).

- After you travel:
  - **Get tested** with a **viral test** **3-5 days** after travel **AND** stay home and self-quarantine for a full 7 days after travel.
    - Even if you test negative, stay home and self-quarantine for the full 7 days.
    - If your test is positive, isolate yourself to protect others from getting infected.
  - If you don't get tested, stay home and self-quarantine for 10 days after travel.
  - Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all state and local recommendations or requirements.

International Travel Recommendations for Fully Vaccinated Individuals

- Before you travel
  - Make sure you understand and follow all airline and destination requirements related to travel, mask wearing, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
  - Check the current COVID-19 situation in your destination.

- During traveling:
  - **Wearing a mask over your nose and mouth is required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
  - Follow all recommendations and requirements at your destination, including mask wearing and social distancing

- Before you arrive in the United States:
  - All air passengers coming to the United States, **including U.S. citizens and fully vaccinated people**, **are required** to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

- After travel:
  - Get tested with a viral test 3-5 days after travel.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all state and local recommendations or requirements after travel.

International Travel Recommendations for Unvaccinated Individuals

Prior to any travel, please contact me at 203-837-8665 or via email at crattyf@wcsu.edu in order to make sure you properly follow the necessary precautions **before you return to work from your travel.**

- Before you travel:
    - Get tested with a viral test 1-3 days before your trip.
    - Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
    - Check the COVID-19 situation in your destination.

- While you are traveling:
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If you have any questions please feel free to contact me at 203-837-8665 or via e-mail at crattyf@wcsu.edu.