

# Travel Guidelines

## Effective January 2022

Guidelines are subject to change as additional information becomes available.

### **Travel Guiding Principle**

All meetings and functions should occur virtually when possible, to lessen chances of exposure to and transmission of COVID-19, and to conserve institutional resources. If a function's purpose cannot be accomplished virtually, and if deemed essential or necessary, travel may be approved.

### **Essential and Necessary Travel Defined**

Essential travel is travel that is required for business/mission purposes or by an external entity, where repercussions for not traveling may exist such as loss of funding or compliance. Student recruitment, athletic competitions, and internship/practicum supervision are a few examples of essential travel.

Necessary travel does not have external or compliance repercussions but may cause short- or long-term implications for faculty and staff. Critical professional development opportunities that are necessary to advance in rank or one's professional position, or to fulfill job requirements, are examples of what may be identified as necessary travel.

### **Determining Essential or Necessary Travel**

#### **General Types of Travel**

- College/State business
- Fundraising/development
- Professional research/presentation activity
- Professional development activity
- Athletic competition
- Recruitment of students
- Recruitment of athletes
- Internship/practicum
- Student field trip

#### **1) Consideration as Essential or Necessary Travel**

1. Mandatory business meeting
2. Mission-critical and/or required for compliance
3. Internship/practicum supervision and completion
4. Recruitment of students, including student-athletes
5. Athletic competition
6. Critical professional development opportunity

#### **2) Questions and discussion to occur with the requestor to confirm if travel is essential or necessary**

1. Does the travel meet one of the criteria identified above?
  - a. If so, is virtual participation an option? Virtual remains the preferred option for the foreseeable future for health, safety, and financial reasons.
  - b. Can travel be postponed without consequence?
2. If available virtually, and the request is to attend in person, is there a substantial benefit to in-person attendance?
  - a. What is the estimated cost of the travel? Note: LC State continues to monitor expenditures with a focus on savings as we navigate enrollment challenges.
3. Are others from LC State attending the same meeting or training, where information could be shared?

4. Does the destination have a high number of COVID-19 cases?
5. Does the destination have requirements or restrictions for travelers to the area?

LC State will support essential or necessary travel during the current fiscal year (July 1, 2022- June 30, 2022), subject to the provisions to follow. Travel is approved by the respective Cabinet member unless otherwise designated.

### **Essential and Necessary Travel**

- 1) Essential and necessary travel is permitted within the state of Idaho and, on a more limited basis, outside of Idaho. International travel may be approved, see the [CDC International Travel](#) guidelines for current requirements.
- 2) Practicum/ Field Experience/ Internship and Dual Credit Observations: In the case of travel to supervise practica, field experience, internships, or Dual Credit courses:
  - a. The hosting facility must approve an on-site visit by faculty. Email correspondence is sufficient to document approval.
  - b. Travel must be approved before the intended visit. A blanket travel authorization per semester may be approved.
  - c. Travel to identified COVID-19 “hot spot” areas for clinical or Dual Credit supervision may not be approved.
  - d. Individuals may travel together or rideshare if wearing a mask or face covering.
  - e. In cases where travel is not approved, alternative review methods should be utilized to ensure adequate assessment of student learning/performance, or of Dual Credit instruction [Example: Scheduled Zoom sessions with hosting supervisor and student].

### **Personal Travel**

Lewis-Clark State College does not regulate personal travel other than approving or disapproving employees to use vacation time when personal travel is planned during regular business hours. The college expects travelers to adhere to the protocols prescribed for essential and necessary travel and will enforce the appropriate protocols as applicable upon the traveler’s return.

The Centers for Disease Control (CDC) have published [guidelines and considerations for domestic travel](#).

## **LC State Business Travel Expectations**

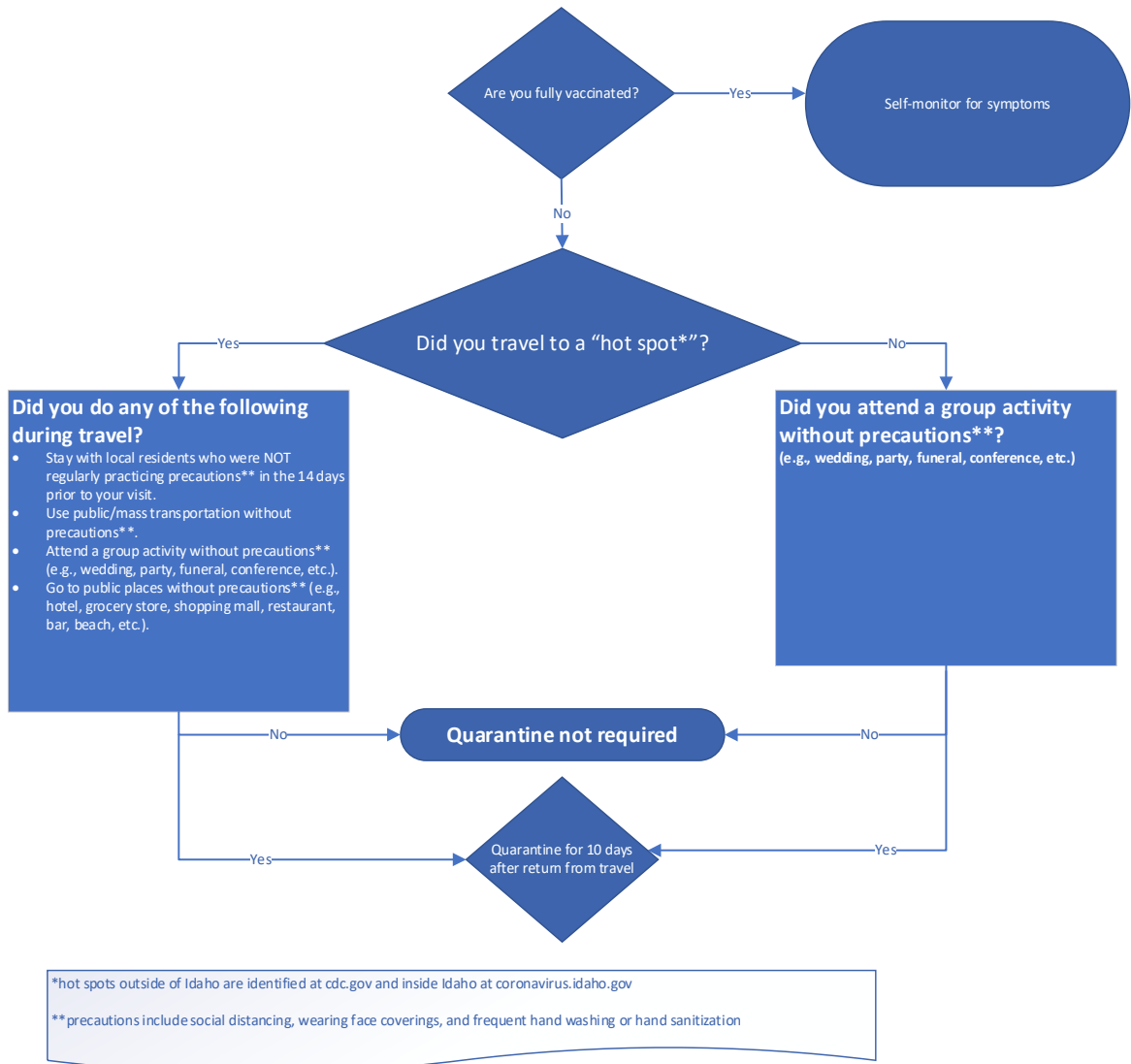
### **During the Trip**

- Wear a mask or other face covering as required when in public settings or if traveling in a vehicle with others. NOTE: LC State supports, advocates, and expects compliance with [CDC recommendations](#).
- Avoid close contact by staying at least 6 feet apart (about 2 arms’ length) from others.
- Follow all state and local recommendations and requirements for mask-wearing and social distancing.
- Wash hands often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Be alert for symptoms of illness.

### **After the Trip**

- Monitor symptoms and general health per the college’s [self-screening protocol](#).
- Employees are to consult with their supervisor to determine the appropriate date of return to campus and whether telecommuting options are available in instances where quarantine is required.

The following flowchart should be used to assess post-travel quarantine requirements for members of the college community:



If travelers do have close contact with someone who has an active COVID-19 infection, the college's quarantine protocols will apply. Employees should contact Human Resource Services for guidance.