Travel Guidelines

Lewis-Clark State College will support essential travel during the months of July and August, 2020, subject to specific provisions:

1. No official travel is to occur outside of Idaho. Any business occurring outside the state should be conducted via distance technology.

2. Travel within Idaho requires a review of the current "hot spots." If an employee travels to an area with a significant increase in COVID-19 cases, she/he will be expected to self-isolate for 14 days before returning to campus or obtain medical clearance to return sooner.
   a. Employees may work with supervisors to determine whether or not meaningful work can be conducted while the employee is off campus. If so, the employee may submit a telecommuting application.
   b. Employees who do not have meaningful work that can be conducted away from campus and who do not exhibit symptoms of illness may work with supervisors on specific ways to return safely to work, including being isolated in an office, wearing a mask, and physically distancing when leaving the office.

3. Employees who engage in personal travel outside of Idaho or within Idaho to an area with a significant increase in COVID-19 cases will be expected to self-isolate for 14 days before returning to campus or obtain medical clearance to return sooner.
   a. Employees may work with supervisors to determine whether or not meaningful work can be conducted while the employee is off campus. If so, the employee may submit a telecommuting application.
   b. Employees who do not have meaningful work that can be conducted away from campus and who do not exhibit symptoms of illness may work with supervisors on specific ways to return safely to work, including being isolated in an office, wearing a mask, and physically distancing when leaving the office.

For additional travel resources, information and guidance visit the [CDC travel website](https://www.cdc.gov/travel).