

Interim Travel Policy in Response to COVID-19

Policy Number 4021

Effective Date: March 11, 2020**I. General**

This interim policy provides guidance to faculty, staff, and students relative to official Mills travel as well as the return to campus from travel, regardless of the origin of the travel, in countries of concern as identified by the Centers for Disease Control.

II. Policy

- A. Travel on Official Mills Business: Only essential travel within the United States will be approved. All other travel is suspended through the month of March. This will be revisited prior to the end of spring break (March 29).
- B. If you are currently in a Level 3 country, or have a connection or layover in a Level 3 country, or travel to a Level 2 country that was upgraded to a Level 3 country during your visit, then you must work from home for 14 days after returning to the United States and practice social distancing. The individual is responsible for notifying the appropriate person/office listed below prior to travel or immediately after if the travel was unplanned. (The CDC levels are provided below with a link for your information.)
- C. If you are a faculty member scheduled to teach classes within 14 days after your return, you are required to coordinate with your dean and the Provost's Office to reschedule classes, to use technology to provide the course lectures from the faculty member's home to students, or other accommodation.
- D. If you are a staff member, you are required to coordinate your work with your respective supervisor and Employee Services.
- E. If you are a student, you should notify the Dean of Students at deanofstudents@mills.edu, and communicate with your supervisor and faculty that you will be absent.

III. Personal Travel Application

- A. Mills College cannot restrict or regulate non-work-related personal travel. However, individuals are strongly encouraged to adopt the travel precautions outlined by the CDC.
- B. If personal travel takes you into a Level 3 country (as a destination or as a connection or layover), you must observe the 14-day quarantine consistent with the above rules, as applicable, prior to returning to campus.

IV. Definitions

Below are the Watch Levels as described on the CDC website:

- Warning Level 3 (Red): Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.
- Alert Level 2 (Yellow): Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added and defines a specific at-risk population.
- Watch Level 1 (Green): Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate mosquito avoidance.

Recommendations: While not part of our policy, if you are sick with fever, cough, or have trouble breathing, you should seek medical attention as soon as possible. The CDC recommends that you call ahead to the medical facility before seeking medical care. (CDC Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>)

V. Procedure

- A. Employees should work with their supervisor on travel to determine if it is essential or not.
- B. Employees should notify Employee Services via email at hrhelp@mills.edu of travel that is covered in this policy that centers on countries with travel warnings.
- C. Students should email the Dean of Students if they are concerned about their travel at deanofstudents@mills.edu.

VI. Eligibility

This policy covers all faculty, staff, and students at Mills College and is in place until it is repealed by College leadership.

VII. Coordination

As this policy governs multiple groups, the policy is held by the College Leadership Team currently known as the College officers.