

Section: COVID-19 Temporary Travel Policy

Adoption Date: 05/04/2020

Revision Date: 12/09/2020, 06/01/2021

Sponsoring Unit/Department: Chief of Staff

COVID-19 Temporary Travel Policy for Vaccinated and Unvaccinated Employees

Background. The College recognizes that work-related travel can provide significant benefits and opportunities for the College, including developing educational and financial opportunities, professional development, and enhancing the image of the College. While cost and time away from other work responsibilities have always been relevant factors for determining whether the particular travel is warranted, the COVID-19 pandemic has created additional safety considerations and uncertainty requiring that travel be far more limited for the foreseeable future for unvaccinated employees.

Purpose. To establish a temporary travel policy to ensure the safety of all our employees during the COVID-19 pandemic.

Unvaccinated Employee Travel.

All unvaccinated employee travel must be evaluated using the criteria listed below.

Domestic travel must meet all of the following criteria:

Be essential, meaning:

- required by an agency, accreditor, regulatory body or legislative body or member, who has jurisdiction over and/or provides state or national level policy or funding to the College
- lack of in-person attendance would have a significant, adverse impact on the College
- no virtual alternative is available
- no comparable, future opportunity is likely
- Includes the fewest number of unvaccinated College personnel possible
- Can be conducted in accordance with all applicable COVID-19 health and safety protocols (social distancing, etc.) issued by federal, state, and local health authorities, as well as College protocols
- The individual(s) participating in the travel does not have heightened risk factors for COVID-19, after taking into consideration available mitigation, such as use of Personal Protective Equipment and;
- a vaccinated co-worker cannot attend in lieu of the unvaccinated employee

All international travel is suspended.

These criteria will be re-evaluated on an ongoing basis and revised as circumstances change.

Approval Process. All unvaccinated employee travel requests must be routed through the applicable Executive Vice Chancellor, or Chancellor's direct report, for screening prior to approval by the Chancellor. Supervisors and Executive Administrator's should ensure all criteria are met, and disapprove those requests not meeting all the criteria, prior to any request being submitted to the Chancellor.

Vaccinated Employee Travel

With the recent release by the CDC of guidance for vaccinated adults, the College has determined that fully vaccinated employees, who have reported their vaccine status to the [ESC](#) (see link below), can now conduct work domestic related travel, as of June 1, 2021.

International travel is still restricted for vaccinated employees. At the beginning of the fall semester (August 19, 2021) international travel for vaccinated employees will be evaluated on a case-by-case basis. Supervisors will look at CDC and U.S. State Department travel guidance before submitting, for approval to the Chancellor, international travel requests. Supervisors and executive leadership will look at the goals and objectives of the travel versus the potential risk to our employees. The travel location's environment should be heavily scrutinized before making any recommendation, to include: infection rates, medical infrastructure, potential medical evacuation capabilities back to the U.S., number of COVID-19 variants at the location, etc.

Note: An employee is considered fully vaccinated 2 weeks after the second dose of the Pfizer, Moderna, or other 2-dose vaccine, or 2 weeks after a single-dose vaccine such as the Johnson & Johnson Janssen vaccine. An employee who has not met this standard is NOT fully vaccinated and must continue to follow all policies for unvaccinated employees.

If you have a condition or are taking medication that weakens your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all precautions.

Approval Process. All vaccinated employee travel requests will be routed through the normal travel approval process. Supervisors are required to confirm with the ESC the travel status of their employees prior to approval of any work related travel.

Precautions: All vaccinated employees who travel for College business are expected to observe all CDC recommendations for travel for fully vaccinated people. As of May, the recommendations include:

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.

Personal travel for all employees.

Unvaccinated employees who travel outside of Arizona for personal reasons, are prohibited from returning to any Pima Community College campus, center, or facilities for 7 days after their return to Arizona OR for 3 days and presentation of a negative COVID-19 test result. Employees are encouraged to self-isolate upon their return for either the 7- or 3-day/negative test result period.

Fully vaccinated employees, who have reported their vaccine to the college, will not be required to self-isolate or present a negative test result upon return from travelling outside the state of Arizona.

Applicability. This policy applies to all employees.

Effective Dates. This temporary policy is effective June 1, 2021. This travel policy will be reevaluated, as required.

[COVID-19 Reporting your Vaccine](#)

Continue to monitor and follow CDC guidelines for travel:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>