Temple University

Protocol: Interim COVID-19 International and Domestic Travel Protocol

Created Date: Aug. 18, 2020
Revised Date: Aug. 20, 2021

Issued by: Risk Management and Student and Employee Health Services

Affected parties: Faculty and staff members, consultants, students and any other individuals who travel on authorized university business. Students seeking to travel internationally should also refer to the International Travel Policy 04.16.04.

Purpose:	1. Safeguard the university community while considering the need for university-affiliated travel 2. Outline how to request approval prior to traveling internationally 3. Define interim travel approval process for booking domestic and international travel

Overview of travel guidance

Effective Aug. 24, 2020, and in accordance with the Philadelphia Department of Public Health (PDPH), the Centers for Disease Control and Prevention (CDC) and International SOS, the university suspended all travel both domestic and international to those destinations with elevated cases of COVID-19. With the start of the summer 2021, the university allowed for pre-approved faculty/staff domestic travel to resume.

Effective for travel after Aug. 15, 2021, the university will allow domestic travel and pre-approved international travel to resume for faculty/staff and students, in accordance with the procedures outlined in this protocol. This protocol is intended to define the interim travel approval process for domestic and international travel until further notice, with a status review each semester through the end of the pandemic. The university seeks to safeguard its community while considering the need for essential travel. This protocol also provides a mechanism to request a COVID-19 International Travel Exemption, where warranted and approved.

Due to the city's vaccination mandate for the university and the worsening conditions of the pandemic due to COVID-19, the COVID-19 vaccine will be required for any university-affiliated international travel.

Individuals with an approved religious or medical exemption will be reviewed on a case-by-case basis. Consideration will be given, but not limited to, circumstances on the ground in the destination country and current/anticipated travel conditions. The effective date of this requirement is Oct. 15.

Standard Protocol: COVID-19

Consideration	Action
Business Travel	Domestic business travel for faculty/staff is permitted if the traveler submits a COVID-19 Risk Waiver prior to booking travel. Faculty/staff can book travel through Concur or World Travel. See the Logistics section below for more guidance. All travelers—regardless of vaccination status—should refer to the Centers for Disease Control's guidance around [traveling domestically](#) during the COVID-19 pandemic. International travel for faculty/staff is permitted only if the traveler receives pre-approval from International Risk Management and/or the Elevated and High Risk Committee, as defined by the International Travel Policy. Details regarding how to request approval are outlined below. All travelers—regardless of vaccination status—should refer to the Centers for Disease Control's guidance around [traveling internationally](#) during the COVID-19 pandemic. If approval is received, faculty/staff will need to contact World Travel directly and provide them with the approved form so that travel arrangements can be submitted for booking. Faculty/staff will not be able to book directly through the Concur Application. As with all international travel, we ask that you follow [CDC guidance](#) regarding international travel upon your return.
University-affiliated student travel	Domestic university-affiliated student travel can resume if the traveler submits a COVID-19 Risk Waiver prior to traveling. Students should obtain and submit the COVID-19 Risk Waiver to the administrative unit on campus supporting their travel.

	International travel for students can resume only if the traveler receives pre-approval from International Risk Management and/or the Elevated and High Risk Committee, as defined by the International Travel Policy. Details regarding how to request approval are outlined below. See the Logistics section below for more guidance. All travelers—regardless of vaccination status—should refer to the Centers for Disease Control's guidance around [traveling domestically](#) or [internationally](#) during the COVID-19 pandemic.
Personal Travel	While the university has the ability to approve and track business-related travel, we recognize that individuals may engage in personal travel to a location otherwise restricted by the university. In this situation, all travelers must follow the [guidance of the CDC](#) upon their return.
University-approved Travel Agent	The approved university travel agent is World Travel Inc. The university encourages travelers to book their travel by contacting World Travel directly (800-474-4740), Monday through Friday, 9 a.m. to 5:30 p.m.

Logistics

Domestic Travel

1. For faculty or staff
    a. Submit the COVID-19 Risk Acknowledgement Waiver prior to booking travel [online](#). The COVID-19 Risk Acknowledgement Waiver is available on the COVID-19 tab and the Budget and Finance tab within TUportal.
    b. Contact World Travel or use the Concur application to book travel.
2. For students
    a. Contact the administrative unit at Temple supporting their travel.
    b. Student travelers are required to sign the COVID-19 Risk Waiver and return it to the administrative unit.

          i. Faculty and/or administrators can retrieve the waiver and resources for domestic travel from the Budget and Finance tab within TUportal.

3. Upon return from domestic travel, COVID-19 tests are available through Student and Employee Health Services for all travelers. Refer to the CDC's guidance regarding testing after travel based on vaccination status.

International Travel
1. For faculty, staff, consultants or other approved affiliates:
    a. Request an itinerary review through International Risk Management (you must use your AccessNet ID to use the form).
    b. Itinerary reviews must be submitted by the 15th of the month **preceding** the proposed travel. See the International Travel website for deadlines.
    c. Complete online Health and Safety training through Bridge.
    d. Book all approved travel through World Travel.
2. For students not traveling through Education Abroad
    a. Submit a request for approval for international travel through International Risk Management
    b. Requests for approval must be submitted by the 15th of the month **preceding** the proposed travel. See the International Travel website for deadlines.
    c. Complete online Health and Safety training prior to receiving approval
    d. Additional details and resources can be found on the International Travel website
3. For faculty or staff traveling with a group of participants (regardless of type of participant)
    a. Temple branded and sponsored program travel must be reviewed and approved by International Risk Management and/or the Elevated and High Risk Committee
    b. Complete the online Health and Safety training for Program Leaders through Bridge prior to receiving approval
    c. Timelines for submission are based upon the semester of travel. Deadlines are listed on the International Travel website
    d. Additional details and resources can be found on the International Travel website
4. Upon return from international travel, COVID-19 tests are available through Student and Employee Health Services for all travelers. Refer to the CDC's guidance regarding testing and self-quarantine based on vaccination status.

Authorities, References, Relevant Guidelines

City of Philadelphia Department of Public Health	Link here

Standard Protocol: COVID-19

International SOS Pandemic planning website (use Temple Membership ID for access: 11BSGC000017)	Link here
Centers for Disease Control International Travel Notices	Link here
Centers for Disease Control Domestic Travel During COVID-19 guidance	Link here
Centers for Disease Control International Travel During COVID-19 guidance	Link here
U.S. Department of State Travel Advisory Notices	Link here
Temple University International Travel website	Link here
Temple University International Travel Policy	Link here
Temple University Travel Exemption Form	Link here
Temple University Return to Travel website	Link here

Evaluation

This protocol is subject to review and amendment as needed.