

Employee COVID Travel Policy

Effective November 1, 2020

Overview:

The Employee COVID Travel Policy is designed to provide employees of Roger Williams University information on COVID related protocols to be followed based on travel outside of the normal commuting to the campuses. The policy is based on guidance by the State of Rhode Island and the CDC.

Definitions:

- Employees: All employees at the University, Law School and University College.
- Travel: All employee travel with an overnight stay in a State within the United States (**states with a positivity rate of COVID-19 greater than 5%**), or any international travel is considered travel for this policy. Commuting travel to and from work as well as travel to another State that does not carry on overnight stay is excluded.

Travel Protocols:

- When requesting vacation with your supervisor, advise them of your travel plans and work with your supervisor for potential post-return quarantine requirements or plans for testing (which may not be done in RWU's testing program) and coverage as needed.
- Request the ability to work remotely (if possible) or arrange to use sick leave or vacation leave during this period of quarantine. COVID leave is not available for any quarantine period necessitated by the employee's return from personal travel.
- Arrange for a state sponsored / offered COVID test, or a test ordered by your primary care physician, and remain quarantined at home until the results are received or quarantine at home for 10 days. Due to the incubation time for the virus, RWU is requiring that employees wait 5 days before taking the test and recommends that the appointment be made in advance of your return from travel. Once the quarantine period has been completed and you have received a negative test result, you may return to campus by providing receipt of the negative test to your supervisor.
- Self-monitor symptoms for 10 days and if symptoms do occur, contact your primary care physician to schedule a test.
- Upon returning home, you may not come to campus for a COVID test until you have either completed your quarantine period or received a negative test.
- Continue to provide updates to your supervisor during this period.

Questions:

Please contact Human Resources with any questions relating to this Employee COVID Travel Policy.