

# Employee COVID Travel Policy

Revised June 16, 2021

## I. 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.

## II. 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 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.

**Fully Vaccinated:** Employees are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

## III. Domestic Travel (CDC current guidance)

- Delay travel until you are fully vaccinated. If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated people.
- Employees who are fully vaccinated with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization can travel safely within the United States.

### Recommendations for Fully Vaccinated Employees

If you are fully vaccinated, take the following steps to protect others when you travel:

- **During Travel**  
Wearing a mask over your nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like a ferry or top deck of a bus). Follow all state and local recommendations and requirements, including mask wearing and social distancing.
- **After Travel**  
Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms. Follow all state and local recommendations or requirements. You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

### Recommendations for Unvaccinated Employees

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- **Before Travel**

Get tested with a viral test 1-3 days before your trip.

- **While Traveling**

Wearing a mask over your nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on a ferry or the top deck of a bus). CDC recommends that travelers who are not fully vaccinated continue to wear a mask and maintain physical distance when traveling.

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**

Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If your test is positive, isolate yourself to protect others from getting infected. If you don't get tested, stay home and self-quarantine for 10 days after travel.

Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

#### **IV. International Travel (CDC current guidance)**

You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can still be infected and spread the virus to others. You and your travel companions (including children) pose a risk to your family, friends, and community for 14 days after you travel.

##### After travel information for fully vaccinated employees

Get tested with a viral test 3-5 days after travel. Employees should stay off campus until confirmed negative. If your test is positive, isolate yourself to protect others from getting infected. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms. Follow all state and local recommendations or requirements after travel.

##### After travel information for unvaccinated employees

Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If your test is positive, isolate yourself to protect others from getting infected. If you don't get tested, stay home and self-quarantine for 10 days after travel. Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms. Follow all state and local recommendations or requirements.

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