

## COVID-19 Travel Policy

Effective immediately, all faculty, staff, students, alumni, and guests are permitted to travel both domestically and internationally with or on behalf of Eastern Kentucky University (“University” or “EKU”). Due to the COVID-19 pandemic, individuals traveling with or on behalf of the University shall adhere to the following travel protocols to ensure the safety and wellness of our campus community:

### University Approved International Travel

- Faculty and staff shall have all international travel pre-approved by their supervisors with final sign off by their President’s Cabinet (PC) member.
- Travel Protocol Considerations should be considered by the PC member and their subordinates.
- The PC members’ budget may be needed to cover some or all of the University’s financial responsibility for accommodations necessary due to attendee(s) needing medical attention or being quarantined (short or long term) while traveling. Please carefully assess the risk of travel before approval.
- Travel for both faculty and staff for approved international travel on behalf of EKU shall go through the International Travel portal.
  - If approved, the travel may be reserved.
  - If not approved, a reason will be provided.
- Faculty, staff, and students, alumni, and guests traveling internationally will be required to be fully vaccinated (i.e., at least two weeks post final vaccination in a series) before trip departure. Faculty, staff, and students seeking a religious or medical exemption to this vaccination requirement shall submit such request along with any documentation that may be necessary/appropriate to the EKU Vaccine Review Committee at least forty-five (45) days prior to booking the trip. Faculty, staff, and students with an approved exemption may be subject to additional measures to reduce possible transmission of COVID-19 while traveling with or on behalf of the University. Faculty, staff, and students who have not been fully vaccinated and do not have an approved exemption will not be permitted to travel with or on behalf of the University.
- Alumni and guests traveling internationally will be required to be fully vaccinated (i.e., at least two weeks post final vaccination in a series) before trip departure and are not eligible for a religious or medical exemption. Alumni and guests who have not been fully vaccinated will not be permitted to travel with or on behalf of the University.
- Alumni or guests traveling internationally will be required to sign documentation holding them personally liable for any costs incurred during travel that relate to COVID-19, including but not limited to medical costs, additional lodging expenses, and costs for returning outside of expected travel.
- Indoor masking requirements (regardless of if required in the jurisdiction) or more stringent COVID-19 requirements shall be adhered to while traveling.
- Travelers shall follow the current CDC guidelines for masking while using public transit.

- EKU reserves the right to cancel travel up to the date and time of travel and reserves the right to amend the duration of travel during the approved portion of the trip. Any needed modification to side trips or other unapproved travel is solely at the risk of the traveler.

### **Domestic Travel**

- Faculty and staff shall have all travel pre-approved by their supervisors with final sign off by their PC member. Blanket approvals may be made for individuals where travel is a major component of their job description.
- Travel Protocol Considerations should be considered by the PC member and their subordinates.
- The PC members' budget may be needed to cover some or all of the University's financial responsibility for accommodations necessary due to attendee(s) needing medical attention or being quarantined (short or long term) while traveling. Please carefully assess the risk of travel before approval.
- Indoor masking requirements (regardless of if required in the jurisdiction) or more stringent COVID-19 requirements shall be adhered to while traveling.
- Travelers shall follow the current CDC guidelines for masking while using public transit.
- EKU reserves the right to cancel travel up to the date and time of travel and reserves the right to amend the duration of travel during the approved portion of the trip. Any needed modification to side trips or other unapproved travel is solely at the risk of the traveler.

### **Travel Protocol Considerations**

Each supervisor and President's Cabinet member authorized to approve travel should ensure their approval is contingent on travel plans that include:

- listing of travel locations and major activities;
- emergency contacts and phone numbers communicated with the responsible department;
- transportation considerations while onsite and if someone becomes symptomatic/tests positive;
- identification of local healthcare resources;
- COVID-19 protocols required for the travel destination such as:
  - facial coverings while indoors;
  - facial coverings while utilizing public transportation; and
  - requirements of vaccination.
- housing considerations such as;
  - rooming alone or
  - rooming with others;
- potential arrangements for quarantine/isolation;
- financial considerations should the trip need to be extended;
- assessment of local healthcare resource availability; and
- ability of the traveler and/or the department to modify transportation dates/times should the trip duration need to be modified.

International travel should have the following additional considerations:

- Ensure your passport is valid for at least 6 months after your intended entry date into a country.
- Review of the Department of State travel restrictions and review host country requirements for COVID-19.
  - If testing is required, locate testing sites that meet the host country criteria.
  - If vaccination is required, ensure your vaccination card is up to date and that copies are readily available.
- Communicate with Risk Management & Insurance (622-5523 or [traci.patrick@eku.edu](mailto:traci.patrick@eku.edu)) to understand the international travel insurance policy.

EKU reserves the right to modify this policy in the event additional information becomes available requiring a change in protocols. In addition to the above, the following current policies and guidance related to travel remain applicable:

- Academic Regulation: 4.7.12ACR—  
[https://policies.eku.edu/sites/policies.eku.edu/files/policies/4.7.12acr\\_faculty-staff\\_academic\\_travel\\_with\\_students.pdf](https://policies.eku.edu/sites/policies.eku.edu/files/policies/4.7.12acr_faculty-staff_academic_travel_with_students.pdf);
- Administrative Regulation: 6.1.3ADR—  
[https://policies.eku.edu/sites/policies.eku.edu/files/policies/6.1.3adr\\_travel\\_requirements\\_and\\_procedures.pdf](https://policies.eku.edu/sites/policies.eku.edu/files/policies/6.1.3adr_travel_requirements_and_procedures.pdf); and,
- Overview of ECU Travel Regulations: [www.accounts.eku.edu/overview-eku-travel-regulations](http://www.accounts.eku.edu/overview-eku-travel-regulations).