



WAKE FOREST UNIVERSITY

<u>Policy Title:</u>	University COVID Travel Policy		
<u>Policy Number (assigned by Scenario Planning Team):</u>	2.C.07		
<u>Approval Authority:</u>	Steering Committee	<u>Effective Date:</u>	July 15, 2020 (ongoing until public health and financial conditions permit)
<u>Responsible Administrator/Office:</u>	Deans, Departments Heads, GPS, HR, Travel Authorization Team (proposed new, expanded version of the Overseas Crisis Management Team)	<u>Revised:</u>	August 25, 2020 December 18, 2020

1. Policy Summary

In light of the continuing spread of COVID-19 and the impacts of the pandemic on Wake Forest University, this policy is intended to promote the physical wellbeing and safety of the campus community and the financial health of the University by requiring pre-authorization for all Wake Forest-sponsored travel (international and domestic). This policy complements the University's International Travel Policy and Travel Procedure.

2. Policy Scope

This Policy applies to all faculty, staff, and students undertaking Wake Forest-sponsored travel, as defined in this Policy.

3. Definitions

Faculty and Staff – All full and part-time members of the faculty, classified staff, and contingent workers employed by the University.

Student – Any undergraduate or graduate student enrolled at the University in the College, Graduate, and Professional Schools (excluding the School of Medicine).

Wake Forest-sponsored travel – Any business or educational travel (international or domestic, including intrastate) that is administered or organized by Wake Forest, or that is conducted within a faculty member's, staff member's, or student's capacity as a representative of the University, regardless of credit or funding. This includes, but is not limited to travel for:

- i. conferences, seminars, or meetings;
- ii. research, field studies, and class trips;
- iii. internships/practicums;
- iv. service-learning opportunities;
- v. athletic team and recruiting travel;
- vi. club sports, student organization, debate and other academic program travel;
- vii. volunteer/experiential programs;
- viii. study abroad/away and student exchange programs;
- ix. solicitation or cultivation of a donor, prospective donor or other constituent
- x. WFU ROTC

International - Any destination outside the Fifty States of the United States of America and its territories and possessions.

Domestic - Any destination within the Fifty States of the United States of America and its territories and possessions.

Intrastate - Any destination within the State of North Carolina.

Essential Travel - Travel is considered essential when not traveling will cause harm to the operations of the university.

This includes, but is not limited to:

- Travel that preserves the safety of a research subject and/or to preserve the results of research activity.
- Travel for academic credit that is necessary to meet a graduation requirement that cannot be postponed or achieved through an alternative assignment.
- Travel for recruitment by admissions officers and coaches.
- Travel to those Athletics competitions approved to be played by the Atlantic Coast Conference and/or the Director of Athletics. This may include exhibition contests, non-conference contests, conference contests and post-season contests.

4. Policy Statement

All non-essential university travel is suspended. Only Essential Travel may be considered for approval. Personal travel is highly discouraged for the safety of the community. Until further notice, all Wake Forest-sponsored travel requires appropriate pre-authorization via a form submitted to the Travel Authorization Team which reports up to the Provost. Once pre-authorization is received, the Department/Unit Head, Dean, Vice-President (or their appointed delegate) will review for final approval.

Prior to undertaking or committing to any Wake Forest-sponsored travel, all persons/groups must complete the [Wake Forest-Sponsored Travel Pre-Authorization Form](#). This form can be found at travel.wfu.edu. If travel is approved and deemed Essential Travel, then individuals and their travel details will be registered with/uploaded to the University's travel tracking system (i.e. WorldAware) by the Center for Global Programs & Studies (GPS). It is of utmost importance that all faculty, staff, and students update their travel information with the GPS as changes occur, before and during travel.

In determining whether or not to authorize travel, the University will consider restrictions and requirements of local, state, and federal governments and health agencies, which may include consideration of quarantine/isolation periods for individuals who travel. Similarly, the University may restrict domestic or international travel of faculty, staff, and students based on state and federal travel advisories.

Exclusions/Exceptions

Essential Travel between Wake Forest campuses (in Winston Salem and Charlotte) is excluded from the pre-authorization requirements of this policy. In addition, Essential Travel within the City of Winston-Salem and Charlotte (for our Charlotte based colleagues) or within a 30 miles radius of Winston-Salem (or Charlotte) or the person's

residence does not require pre-authorization.

Policy Violations/Non-Compliance

Faculty, staff, and students who fail to comply with the requirements for Wake Forest-sponsored travel under this policy may be subject to disciplinary action up to and including required training on this policy, ineligibility for future Wake Forest-sponsored travel, loss of University purchasing card (P-Card) privileges, ineligibility for future advances for travel, ineligibility for reimbursement of expenses for travel that was not approved in accordance with this policy, and personal repayment of University-funds expended for the non-compliant travel.

5. Personal Travel by Faculty, Staff and Students

To help protect the wellbeing and safety of the campus, the University strongly encourages that all faculty, staff, and students limit their off-campus personal travel. Personal travel may increase the risk of exposure to COVID-19 and the risk of COVID-19 to the Wake Forest community when the traveler returns to campus. When personal travel is of significant importance to a student or a member of the faculty or staff, care should be taken to minimize the risk of exposure to COVID-19 to the greatest extent possible during travel and while undertaking any activities at the travel destination. Prior to any travel, faculty, staff, and students should review the [CDC's guidance](#), taking particular note of the incidence of COVID-19 in the location of the intended travel.

6. Returning from International Travel

Faculty, staff, and students returning from outside the United States (whether on University-sponsored or personal travel) are expected to comply with to [CDC guidance](#) regarding pre- and post-travel testing, quarantine/isolation, etc. Prior to accessing Campus, returning travelers should refer to the latest [CDC guidance](#) and adhere to any recommendations as outlined. Students should contact the Student Health Service with any questions regarding the CDC's guidance and coordinate with Residence Life and Housing if quarantine/isolation space is needed upon return from travel. Faculty and staff should contact the Faculty Staff Clinic with questions.

7. Related Policies, Protocols, Procedures, Forms, Guidelines, and Other Resources

- International Travel Policy
- Wake Forest Travel Procedure

Process for approving travel

- Individual(s) complete [Wake Forest-Sponsored Travel Pre-Authorization Form](#)
- Form then reviewed by the Travel Authorization Team (formally known as the Overseas Crisis Management Team) consists of: Kline Harrison, Dina Marty, Ken Overholt, Cecil Price, Penny Rue, and David Taylor.
- Once the Travel Authorization Team reviews the form and determines whether travel is

approved, the information will be shared with the Dean/VP for final approval.