

Faculty and Staff Travel Policy During COVID-19 State of Emergency

This Travel policy has been updated as a result of revised guidance from the Centers for Disease Control and Prevention (CDC) and the State of New Jersey travel advisories related to domestic and international travel.

For those employees who elect to engage in domestic travel, CDC recommendations can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Additionally, the CDC provides information by risk assessment level (high to unknown) for travel to international countries. Please visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> for country specific risk level designations as well as recommendations and requirements related to international travel.

If any of the below criteria is met, the employee, whether vaccinated or unvaccinated, must complete the [Symptom and Exposure Reporting Form](#) found in WPconnect and comply with the procedures prior to returning to campus.

- they have been diagnosed with COVID-19; or
- have been around someone who tested positive for COVID-19 in the past 14 days, or
- they traveled internationally and are not vaccinated.

Please note a 10-day quarantine period is required for unvaccinated employees who travel internationally. Please note that unvaccinated employees traveling internationally for personal reasons may not be eligible for paid COVID leave during the required quarantine period; nor will an accommodation to work remotely be granted during the required quarantine period. Employees should ensure they have enough accrued leave time to cover both the vacation and quarantine period. All vacation time, including time necessary for quarantine, must receive supervisory approval prior to leaving for vacation.

Upon return to the workplace after travel or quarantine, both vaccinated and unvaccinated employees are expected to adhere to all COVID-19 safety protocols.

For information related to University sponsored travel please visit [WPUNJ Reopening Policies](#)

General questions regarding this procedure should be directed to humanresources@wpunj.edu

Questions related to medical documentation or information should be directed to payroll@wpunj.edu

This policy is in effect until further notice.