

POLICY AND PROCESS RECOMMENDATIONS RELATED TO INCOMING AND OUTGOING TRAVEL

Definitions for these policies:

- **Incoming travelers** are all individuals coming to campus, either from other states or other countries, including visitors.
- **Outgoing travelers** are all individuals who are leaving campus on work- or university- related business.

Summary of these policies:

For **incoming travelers**:

- [Massachusetts](#) and [CDC](#) guidelines govern what is required of travelers coming to Massachusetts from out of state or another country. However, application of the guidelines needs to take into account the fact that Tufts employees commute from (or go back and forth to their primary or summer homes) in neighboring states. Accordingly, **employees commuting to and from another state for the purpose of working at Tufts do not have to quarantine.**
- **Other domestic and international travel** continue to be discouraged, except when essential. The state and CDC guidelines provide overarching guidance and should be consulted by incoming travelers. Issues and processes related to enforcement of quarantine guidelines will be handled at the school or division level. Employees who travel should speak with their manager or the person designated by their school about how the quarantine guidelines may affect their ability to return to work.

For **outgoing travelers**:

- The prohibitions on travel (until June 30 for faculty and staff and until August 20 for students) will not be renewed.
- For graduate students employed on research projects or for whom travel is necessary for their doctoral research, exceptions to the prohibition on student travel will be allowed between June 30 and August 20, if the activities for which the students wish to travel cannot be postponed or conducted in an alternative way.
- After the expiration date, all faculty and staff will be required to register their international travel in the [Tufts Travel Registry](#), so that pertinent information regarding travel risks and the CDC and MA guidance regarding travel and return from travel can be distributed to them. Personal travel is not tracked in the Travel Registry.
- Students are already required to register all university-related international travel. Student Travel must adhere to the existing International Travel Safety Policy. Students should also consult and follow all school-specific guidance or advice regarding domestic and international travel.

More details—as well as all relevant current guidelines and the rationales for these policies—can be found below.

I. Incoming Travelers: Domestic and International (policies, guidelines, and rationales)

a. Policies and Processes for Incoming Travelers

While state and CDC guidelines govern what is required of travelers coming to Massachusetts from out of state or another country, application of the guidelines needs to take into account the fact that we are operating in a small state, with employees commuting from or going back and forth to their primary or summer homes in neighboring states. Accordingly, **employees commuting to and from another state for the purpose of working at Tufts do not have to quarantine.**

For other domestic and international travel,

Travel & Events – Domestic and International Travel
Policy and Process related to Incoming and Outgoing Travel (6/25/2020)

- Both domestic and international travel continue to be discouraged, except when essential.
- The state and CDC guidelines provide overarching guidance and should be consulted by travelers. They are posted on the COVID-19 FAQ page as well as on the COVID-19 Travel Page: <https://global.tufts.edu/covid-19-travel-information>.
- Issues and processes related to enforcement of quarantine guidelines will be handled at the school or division level. Given the various work options, including work from home or staggered schedules, we believe that a solution is best discussed at the school or division level. Employees who travel should speak with their manager or the person designated by their school about how the quarantine guidelines may affect their ability to return to work.

Factors to be considered in determining whether concerns over potential exposure while traveling require strict enforcement of quarantine guidelines include:

- The degree of and trends in COVID-19 spread at the destination
- The degree to which the travel involved large group activities
- The degree to which the traveler was able to maintain social distance, or, conversely, had close contact (less than 6 feet, more than 10 minutes) with others
- The degree to which destination locations (hotels, offices, labs, etc.) or modes of transportation have implemented CDC recommended precautions (cleaning, hygiene, organization of space, etc.)
- Results of COVID-19 testing the traveler may obtain following return from travel

If a person has symptoms, they should self-quarantine and contact their healthcare provider (or Health Service for Medford campus students) immediately. If they have had close contact with someone who has tested positive for COVID-19, they should self-quarantine for 14 days or until they receive a negative test result. If they have had close contact with a person who has symptoms and is awaiting test results, they should self-quarantine for 14 days or until that person receives a negative test result.

If a manager or supervisor is uncertain how to proceed, or if there is disagreement with the employee concerning how to proceed, the manager can work with their HR Business Partner to develop a satisfactory resolution.

For visitors to campus:

- We continue to recommend strongly that all meetings be conducted virtually if they can be accomplished in this manner.
- If visitors are invited to campus for a function or event, approval by the Dean/EAD/VP will be needed. All visitors and all meetings must comply with campus policies.
- Vendors coming on to Tufts campuses are required to comply with Tufts policies for vendors. This includes adhering to CDC, Department of Public Health and/or WHO recommendations for protecting their personnel and the Tufts community from COVID-19, including providing and ensuring that their personnel wear PPE (face masks, eye protection, gloves) and social distancing at all times, as well as informing Tufts (through covid19@tufts.edu) of any confirmed or presumed (symptomatic) case of COVID-19.

b. Current Guidelines:

- Massachusetts guidance: All travelers entering MA are instructed/urged to self-quarantine for 14 days. (<https://www.mass.gov/info-details/frequently-asked-questions-about-covid-19>)
- CDC guidelines: All international travelers are recommended to stay home for 14 days and monitor health. (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>)

c. Rationale

Travel & Events – Domestic and International Travel
Policy and Process related to Incoming and Outgoing Travel (6/25/2020)

The university does not distinguish international from domestic travel based on the health risk alone as the risk from both is similar. As COVID-19 has spread around the world and within the United States, the risk of infection from *both* international *and* domestic travel remains significant. In both instances, there are particular higher-risk locations with increased rate of infection and community spread. In addition, while travel means and destination pose risks of transmission and spread when travelers return, the spread of COVID-19 also depends significantly on the behavior of individuals (e.g., whether they are social distancing, wearing masks, hand washing, staying home when displaying symptoms, etc.) and the extent to which the means of transportation, destination, and the activities at the destination allow for adherence to guidelines.

As an employer, we are unable to control or monitor the behavior of our employees outside of the workplace or *prevent* infection with COVID-19. However, we have instituted measures that mitigate to the best possible extent the risk of transmission and spread on our campuses, even if a COVID-19 positive person is on campus:

- We have instituted social distancing guidelines, which are supported through signages and re-arranging of office and classroom space.
- We have instituted mandatory use of masks whenever on campus.
- We have instituted guidelines and HR policies to minimize the number of people on campus – remote work, staggered work schedules are examples of policies that allow for social distancing.
- We are encouraging good hygiene principles: Reminders to wash your hands are on every bathroom door, and we are supplying hand sanitizers.
- Testing has become more available, and Tufts will be implementing frequent testing for vulnerable populations and people at high risk of transmitting COVID-19.

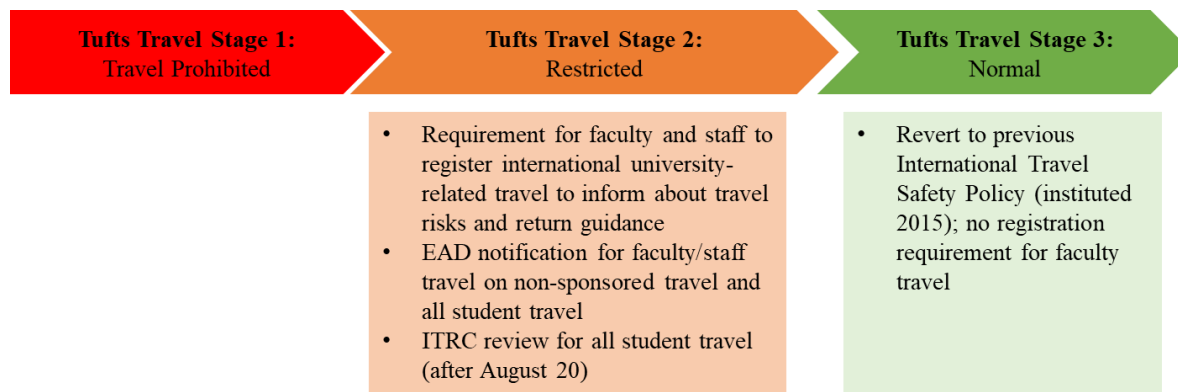
With these measures in place, we believe that we have mitigated to the best possible extent the chance of transmission on campus.

II. Outgoing Travel: Domestic and International (policies, guidelines, and rationales)

a. Policies and Processes for Outgoing Travelers

- The prohibitions on travel (until June 30 for faculty and staff and until August 20 for students) will not be renewed. For graduate students who are employed on research projects or for whom travel is necessary for their doctoral research, exceptions to the prohibition on student travel would be allowed between June 30 and August 20, if the activities for which the students would traveling cannot be postponed or conducted in an alternative way. After the expiration date, all faculty, staff, and students will be required to register their international travel in the [Tufts Travel Registry](#), so that pertinent information regarding travel risks and the CDC and MA guidance regarding travel and return from travel can be distributed to them.¹ Students are already required to register their university-related international travel; students should also consult and follow all school-specific guidance or advice regarding domestic and international travel. Personal travel is not tracked in the Travel Registry.
- A notification of any staff/faculty international travel on non-sponsored funds will be sent to the appropriate EAD to account for potential for financial exposure.
- Student Travel must adhere to the existing International Travel Safety Policy. Currently, all student travel to countries, or regions within a country, that are rated Level 3 or 4 by the U.S. Department of State, is being reviewed by the International Travel Review Committee (ITRC). DOS has issued a global Level 4 health advisory; as a result, *all* university-related student travel needs to be reviewed and approved by the ITRC, excluding domestic travel.

The following chart summarizes the timing of the travel policy for outgoing travelers:



Stage 1 (red) is in effect until June 30 for faculty and staff and until August 20 for students. From those dates, Tufts Travel Stage 2 will begin, with the restrictions outlined above. We will move to Tufts Travel stage 3, involving a resumption of normal rules, at a date in the future when quarantine requirements worldwide are eased.

b. Current Guidance:

- [DOS](#) and [CDC](#) recommend avoiding all international travel.
- MA Guidance states that all nonessential international travel is discouraged at this time. (<https://www.mass.gov/info-details/frequently-asked-questions-about-covid-19#is-it-safe-to-travel->

internationally?)

c. Rationale

The university continues to discourage both domestic and international travel except when essential. As the difference in the risk of infection from domestic vs. international travel is no longer significant, the university does not distinguish international from domestic travel based on the health risk alone.

However, financial risks related particularly relevant to international travel need to be addressed in a university policy for international travelers. These risks include:

- **Risk of quarantine and illness-related travel complication:** Several countries, including the US, have instituted quarantine guidelines for visitors as well as presumed and confirmed COVID-19 cases. When traveling, it is critical to consider the credible risk of a traveler being quarantined in any or all of these circumstances:
 - Upon arrival in country
 - If they have come in contact with presumed or positive COVID-19 case
 - If they are presumed or test positive for COVID-19
 - Screening at airport/airline upon departure
- **This quarantine may be an accommodation of choice, or the traveler may be directed to a government-run or designated accommodation.** This may vary by country or by jurisdiction within a country. Further, it is critical to consider that no accommodation may be available for COVID-19 positive or presumed positive cases, depending on local guidance. This would imply that the person needs to be moved out of the country as quickly as possible. The US Embassy may be able to assist or act as a resource, and International SOS may be able to make arrangements for department, but the costs would be charged to the traveler.
- **Several countries have severely restricted movement within a jurisdiction and have used border closings to halt the spread of the virus.** As countries start to open up, it is critical to consider that border closings will be used in the event of an increase in COVID-19 cases or proactively in the event of a second wave. Therefore, there is a credible risk for travelers to be stuck in a location unexpectedly due to border and travel restrictions.

In all of these scenarios, there will be additional costs associated with an individual remaining in the location (lodging, food, transportation). None of these costs are covered through any of our insurance policies, as COVID-19 is a known risk for travelers.

¹ Under normal circumstances, faculty are not required to register international travel, and no one is required to register domestic travel.