



UW-Green Bay COVID-19 Business Travel Guidelines
May 14, 2021 through December 31, 2021

Travel, specifically travel using common transportation or which requires lodging, will increase your chances of getting and spreading COVID-19. CDC recommends that you do not travel at this time. If possible, you are encouraged to delay travel and stay home to protect yourself and others from COVID-19.

Travel on University Business generally consists of travel with individuals not of the same household, in conjunction with decisions making financial decisions that increase travelers' contact with others such as sharing hotel rooms/beds and maximizing seats in personal vehicles.

1. International travel on University business continues to be restricted;
 - a. Any employee who wishes to engage in international travel on University Business must first submit the request in writing to the Director or Dean of the division or college under which the travel is being engaged in. Campus Risk Management (paquetc@uwgb.edu) must be included in that request.
 - b. The Dean/Director shall review to confirm budget and purposes of the travel
 - c. Upon that confirmation, Campus Risk Management will assess the safety and security of the proposed travel using factors including but not limited to; destination, availability of support resources should the employee be exposed, infected or subject to isolation while abroad; access to medical facilities; method of transportation and lodging. The traveler will need to communicate with Campus Risk Management to provide information about the purpose of the trip and COVID-19 Safety protocols available at the destination.
 - d. Campus Risk Management shall approve or deny the request in writing with a communication to the Dean/Director, traveler and the Controller's Office at travel@uwgb.edu.
 - e. Any student traveling abroad for academic purposes, must have approval from the Office of International Education before engaging in travel.
 - f. If approved, the traveler must continue to adhere to all [UW-Green Bay COVID-19 Safety Protocols](#) including use of face coverings, maintaining social distancing where possible, and frequent use of hygienic materials
 - g. **Any employee or student who travels internationally for any reason will continue to be subject to a 14 day isolation from campus upon their reentry to the United States of America**
2. Interstate business travel and lodging is permitted so long as;
 - a. The traveler confirms that all transportation and lodging used followed current [CDC standards](#)
 - b. That the traveler agreed to adhere to those standards
 - c. That the traveler would follow UW-Green Bay off campus [COVID-19 Guidelines](#) for any event which they were traveling to, even if these restrictions were not required by the venue or the event organizers
 - d. That permission was explicitly given by the budgetary authority for the travel

Regardless of destination, the above must be confirmed prior to making any travel request submission to the Controller's Office. **Travel cannot be booked prior to completion of all above steps and must be booked through Travel Inc**

This Policy does not supersede any determinations of any College, Department or Operational Area regarding travel. Each Area has autonomy to make its own decisions, so long as they are not less restrictive than the above requirements.

Further Considerations

Travel increases a person's chance of getting and spreading COVID-19. CDC recommends that people do not travel at this time, especially by bus, train, or air, which might make staying 6 feet apart difficult OR if traveling with people who do not live with you. During all travel, including travel in privately owned vehicles, face coverings must be used at all times and members of different households should not share common lodging.

Regardless of your vaccination status:

If traveling, the traveler should be tested within 1-3 days before the trip and should have a confirmed negative test before traveling.

Travelers should get tested within 3-5 days after the trip and are asked to isolate for 7 days after return, regardless of the outcome of any post travel testing.