



ULM-TRAVEL AND PERSONAL-TRAVEL COVID-19 Travel Protocol Policy

Policy #:	ES006.1
Policy Type:	University
Responsible Executive:	President
Responsible Office:	EHS Office
Originally Issued:	March 11, 2020
Latest Revision:	March 11, 2020
Effective Date:	March 11, 2020

I. Policy Statement

The University understands that the outbreak of coronavirus COVID-19 remains a dynamic situation. Therefore, the University discourages all foreign travel by students, faculty, staff, and recognized volunteers during the outbreak. All ULM-travel to countries identified as Level 1 or greater risk by the CDC ("Affected Country") must be justified, approved by the ULM President, and occur within parameters of the latest guidelines from the CDC and Governor John Bel Edwards's COVID-19 Task Force. A quarantine period may be determined to be necessary before returning to the university campus from travel in any Affected Country. ULM will remain mission focused, prioritizing the safety of students, faculty and staff by providing opportunities to continue instruction and learning through distance education should any portion of the student or faculty population require quarantine.

II. Purpose of Policy

In order to protect the health and safety of the ULM campus community and the local/state citizenry in general while continuing to remain mission focused, this Protocol Policy serves to provide detailed information and standards for all ULM-Travel and Personal-Travel in any Affected Country, including:

- a) approval required to travel on ULM-Travel in any Affected Country,
- b) circumstances that may justify approval of ULM-Travel to Affected Countries,
- c) designated official for approving ULM-Travel,
- d) reporting expectations of all travelers prior to and upon return from travel in any Affected Country,
- e) information posting requirements when warranted, and
- f) consequence(s) for failure to report all travel to any Affected Country and to comply with this Policy Protocol.

III. Applicability

This protocol policy applies to any ULM employee, student, or other authorized person, when performing ULM-Travel or paid for at ULM's expense, and the Personal-Travel of employees and students in any Affected Country.

IV. Definitions

Affected Country. Any country identified as Level 1 or greater risk by the CDC. (Visit the CDC website for more information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

CDC. Centers for Disease Control and Prevention -- one of the major operating components of the Department of Health and Human Services.

(https://www.cdc.gov/about/organization/cio.htm?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fabout%2Forganization%2Findex.html).

EHS Officer. ULM's Environmental, Health & Safety Officer.

Personal-Traveler. An employee, student, or ULM-Recognized Volunteer who is voluntarily traveling or intends to do so to any Affected Country for personal purposes only and not for ULM-Travel or paid for at ULM's expense.

Personal-Travel. Travel which is voluntary and for personal purposes only to any Affected Country and not for ULM-travel purposes or paid for at ULM's expense, directly or indirectly.

Traveler or Travelers. Collectively, ULM-Traveler and Personal-Traveler.

Travel in an Affected Country. Any travel to, from or in an Affected Country regardless of the mode of transportation, i.e. commercial or personal air carrier, train, bus, or ship/boat. A flight transfer (from one carrier to another) that occurs in an Affected Country shall be considered travel to and/or in that Affected Country, even if the traveler does not leave the original carrier's facilities.

ULM-Affiliated Organization. The ULM Foundation and the ULM Athletic Foundation.

ULM-COVID-19 Emergency Management Team (EMT). The team of University officials, employees, and medical personnel named by the ULM President to monitor and enforce this protocol policy, as well as mandates, guidance and/or recommendations issued by local, state and federal authorities; including but not limited to the EHS Officer, Vice Presidents, Director of UPD, Director of Human Resources, and the Executive Director of Marketing & Communications.

ULM-Recognized Volunteer: Any person registered as a University Volunteer with the ULM Office of Human Resources (i.e. coaches, tutors, etc.)

ULM-Traveler. Any ULM employee, student employee or other ULM-authorized person traveling in an Affected Country, when performing University-authorized travel or paid for at ULM's or a ULM-Affiliated Organization's expense, directly or indirectly.

ULM-Travel. Any travel approved and sponsored by ULM, at ULM's expense, and/or at the expense of a ULM-Affiliated Organization, directly or indirectly, by any ULM-Traveler who is traveling in or who plans to travel to any Affected Country. ULM-Travel includes, but not necessarily limited to, study-abroad, professorships, and externally grant-funded travel.

V. Policy Procedure

PREFACE. ULM strongly discourages ALL foreign travel by students, faculty and staff, and recognized volunteers while the outbreak of COVID-19 remains a dynamic situation as well as recommended by the CDC, the Louisiana Department of Health, the Governor’s COVID-19 Task Force, and the UL System. To the extent that ULM-Travel is authorized in accordance with this Protocol Policy, or a student, employee, or recognized volunteer engages in Personal-travel in any Affected Country, the protocols presented herein shall be observed.

A. ULM-Travel

1. ULM-Travel Suspension

Effective immediately, ULM-Travel is suspended to any Affected Country for the duration of the outbreak and/or until this Protocol Policy is rescinded in whole or in part by the ULM President, except as otherwise approved in advance as provided in Section V.A.2 herein.

2. Exceptions to ULM-Travel Suspension; Justifications

- a) Authority to Approve ULM-Travel. All ULM-Travel to any Affected Country must be reviewed and approved in advance of such travel by the ULM President.
- b) Justifications for ULM-Travel. ULM-Travel *may* be considered justified by the ULM President if the ULM-Traveler’s responsibilities include disease transmission mitigation, disease control, nation’s security, public health safety, vaccine development, any other activity for which the ULM-Traveler has expertise that can be useful to the nation or world as it relates to the COVID-19 or its variants, or if there exists an irrevocable contractual requirement binding the ULM to certain obligations. In any event such travel should occur within parameters of the latest guidelines from the CDC and Governor John Bel Edward’s COVID-19 Task Force.

3. Procedures for ULM-Travel Approval

- a) Authorization. A travel authorization packet must be routed to the ULM President at least ten (10) business days prior to the expected date of departure, unless dictated otherwise by state and/or federal authorities. Among other things, the travel authorization packet must include a statement or copy of the ULM-Traveler’s full itinerary.
- b) If approved, the travel authorization packet is delivered and processed by EHS Officer who will provide a copy of this Travel Protocol Policy to the approved ULM-Traveler who in turn shall acknowledge receipt thereof in writing, prior to departure.
- c) The EHS Officer will provide the ULM-Traveler with a departure packet to include various announcements/guidelines/regulations concerning COVID-19 published by the CDC or other federal regulatory agency, the Louisiana Department of Health, the Office of Risk Management, and/or the Governor’s COVID-19 Task Force.
- d) At minimum, a copy of the approved travel authorization and departure packet will be routed by the EHS Officer to the ULM-Traveler’s immediate supervisor and the ULM-COVID-19 EMT.

- e) The EHS Officer may develop an online process for receiving and further processing ULM-Travel notifications and approvals.

B. Personal-Travel

ULM is authorized to develop and adopt written rules, regulations and procedures for the health and safety of the campus community. To that end, ULM has determined the need to establish guidance regarding personal travel of employees, students and recognized volunteers.

1. Personal-Travelers who plan Personal-Travel to any Affected Country during the effective dates of this Protocol Policy are required to report details of such travel as follows:
 - a) As to students, to the Vice President for Student Affairs (or his/her designee) and the EHS Officer, no less than ten (10) days prior to departure to the Affected Country. The Vice President is responsible for notifying the ULM COVID-19 EMT.
 - b) As to employees, to his/her immediate supervisor and the respective Vice President who shall be responsible for forwarding the travel information to the ULM-COVID-19 EMT, no less than ten (10) days prior to departure to the Affected Country.
 - c) The EHS Officer may develop and implement an online process for receiving personal travel information.

C. Return to Campus Community; Reporting; Quarantine

In the interest of the health and safety of the ULM campus community, as well as the local and state citizenry, a quarantine period is determined to be necessary before any Traveler returns to the ULM campus from travel in any Affected Country.

- a) Travelers are prohibited from returning to any and all of ULM campuses, facilities, and activities during a fourteen (14) day period from the date of departure from the Affected Country or upon arrival to the City of Monroe, Louisiana, whichever occurs last. University employees who complete such travel also must avoid physical contact with other ULM employees and students during this period. This stay-away period is subject to change as deemed necessary by ULM based on additional recommendations / guidance issued by the ULM COVID-19 EMT, as well as local, state, and federal health-related authorities, or the UL System.
- b) Any Traveler failing to report completed travel to any Affected Country may be suspended or dismissed from ULM or terminated from employment at ULM, because public health and safety of the ULM community shall always be a top priority.
- c) Any ULM employee or student who is notified by a Traveler of either planned or completed Travel to any Affected Country shall immediately notify the EHS Officer with details of the Travel. Failure to notify the EHS Officer of such information may be cause for suspension or dismissal from ULM or terminated from ULM employment.
- d) Within 48 hours of notification of completed travel to an Affected Country, the following administrative actions will be taken:

- i) As to Students, the Vice President for Academic Affairs or his/her designee shall communicate directly with the student regarding the development of an academic plan permitting continued study at a remote location during the fourteen (14) day period, if necessary, as well as approval process required for the student's return to the campus to continue his/her academic pursuits.
- ii) As to employees: The Vice President for Business Affairs or his designee, shall communicate directly with the employee regarding the development of a plan to return to work. The ULM employee may be required to use sick leave, annual leave, compensatory time, or leave without pay during this fourteen (14) day period following completed Travel, depending on the particular circumstances and a return-to-work plan, as approved by the Vice President for Business Affairs or his designee in consultation with the employee's immediate supervisor. ULM-Travelers may be granted permission to "work-at-home with pay" during any quarantine period.
- iii) The Traveler may be required to present a release to return to work issued or other medical clearance by a qualified health care professional as determined in the sole discretion and recommendation of the ULM COVID-19 EMT.
- iv) Notwithstanding the above, in the event that Personal-Travel to an Affected Country is voluntarily made by anyone in the ULM campus community, any subsequent accommodations are to be viewed as voluntary in nature by ULM and being provided in an effort to further protect the campus community. Negative repercussions to one's studies and employment due to any voluntary restrictions following such travel are a real possibility despite any university accommodations that might be voluntary provided by ULM and Personal-Travelers are warned to take such repercussions into consideration prior to traveling.
- e) Due to the fluid and uncertain nature of the coronavirus COVID-19, the 14-day quarantine period may be lengthened with or without prior notice to the Traveler.

D. External Reporting

As determined by the EHS Officer and/or the ULM COVID-19 EMT, the approved ULM-Travel as well as Personal-Travel may be reported to the UL System, the Louisiana Department of Health & Hospitals, the Office of Risk Management, or any other local, federal or state agency that may need to know of the approved ULM-Travel.

E. Campus Communications; Public Service Announcements

The Executive Director of the Office of Marketing and Communications, in collaboration and consultation with the President, Vice Presidents, EHS Officer, and/or the ULM COVID-19 EMT, is responsible for notifying the campus community of this protocol policy (including any amendments, supplements, etc. hereto), as well as any other health and safety-related mandates, guidance and recommendations issued by ULM, local, state, and federal agencies/authorities. At minimum, this policy protocol will be posted on the ULM website.

F. Modifications

Due to the fluid and uncertain nature of the coronavirus COVID-19 on the health, safety and welfare of the campus, local, state, national and international communities, this protocol policy may be modified to consider other travel restrictions that may need to be imposed on the campus community, including but not limited to domestic travel, large event attendance (on and/or off campus), face-to-face on-contact (i.e., classes, sporting events, other campus events, and work). Modifications to this protocol policy will be made in the form of addendums approved by the ULM President.

G. Inquiries

The University may make travel-related inquiries of students, employees, and recognized volunteers in order to carry out containment and/or mediation strategies in connection with the coronavirus COVID-19, if the University determines such inquiries are appropriate. If so, a general questionnaire may be sent to all students, employees, and recognized volunteers. The University shall not use any personal characteristic (race or national origin) to determine which persons will be asked to complete a questionnaire.

I. Compliance

Nothing in this protocol policy shall be applied in a manner which violates, or is contrary to, the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPPA), or any other applicable federal or state law, rule, or regulation.

VI. Enforcement

This Protocol Policy is enforced by the ULM President, Vice Presidents, and the ULM COVID-19 EMT.

VII. Policy Management

This Protocol Policy is maintained and updated by the ULM COVID-19 EMT in consultation with the Executive Council.

VIII. Exclusions

N/A

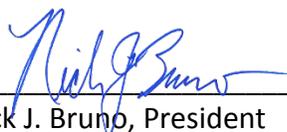
IX. Effective Date

Effective immediately upon adoption by the ULM President. This policy will remain in effect until further notice.

X. Adoption

This policy is hereby adopted on this 11th day of March 2020.

Approved by:



Dr. Nick J. Bruno, President

XI. Appendices, References and Related Materials

COVID-19 Guidelines, University of Louisiana System, March 4, 2020.

XII. Revision History

N/A