

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

This Travel procedure is updated as a result of the CDC's recently revised guidance to reduce the quarantine time period to 10 days.

The State of New Jersey strongly recommends that all non-essential interstate travel be avoided at this time. In addition, anyone returning or traveling to New Jersey from any U.S. territory or state **excluding** New York, Connecticut, Pennsylvania and Delaware, must remain away from the workplace, self-quarantine and follow Center for Disease Control and Prevention (CDC) recommendations found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.htm>

Additionally, the CDC does not recommend travel abroad at this time and 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.

In making determinations to grant or deny requests for leaves, managers and supervisors should not rely on the essential travel distinction as a determining factor in whether or not to grant or deny such leave requests.

Employees returning from interstate travel, excluding the states mentioned above, as well as international travel, must quarantine away from the workplace for 10 days from date of return to New Jersey. There are limited instances in which an employee may be exempt from this quarantine requirement which is outlined below.

Employees are not subject to quarantine if they:

- Traveled to or returned from New York, Connecticut, Pennsylvania or Delaware
- Engaged in essential travel, such as travel to secure medical treatment or to comply with a court order
- Traveled to another state for less than 24 hours
- Otherwise qualify for an exemption as outlined in the Department of Health's [Current Restrictions on Travel](#) FAQs
 - For additional information see:
 - CDC procedures related to Critical Infrastructure workers outlined [here](#)

If none of the exemptions listed above apply, employees must quarantine away from the workplace for 10 days from date of return to New Jersey and follow the procedure below.

Employees are required to:

- Complete the Daily Health Screening accessed from the University Home Page or WPCConnect upon return from travel and before returning to campus
- Inform their supervisor of their travel related quarantine

- Complete and submit Daily Health Screenings during the quarantine period; answer “No” to the question “Are you planning on coming to Campus today...” **Do Not hit the submit button.** Respond to the remainder of the screening questions and then hit submit.
- Coordinate remote work arrangements with supervisor, if applicable, during Travel quarantine time period
- Remain off campus for 10 days and monitor for symptoms

In the event an employee begins exhibiting symptoms related to COVID-19 during this quarantine period they:

- Should contact their healthcare provider (hcp) to arrange for a COVID interview
- Must alert the Benefits Office at payroll@wpunj.edu
- May be required to isolate for 10 days from the start of symptoms
- Must return to campus with clearance from a healthcare provider; medical documentation can be emailed to payroll@wpunj.edu

Critical infrastructure workers must:

- Complete the Daily Health Screening upon return from travel and before returning to campus
- Advise their supervisor that they are undergoing clearance to return to work
- Undergo two tests, 24 hours apart for COVID-19 by an external provider
- Receive negative test results for both tests
- Provide test results to payroll@wpunj.edu

Supervisors will:

- Coordinate remote work arrangements with employees, if applicable, during travel quarantine time period
- Receive a copy of notices sent to employees directing them to quarantine after interstate or international travel
- Receive notification from the Benefits Office, in instances where the quarantine period must be extended beyond that originally communicated, and the revised return to work date

Employees who have received a COVID-19 vaccination and have traveled as detailed above, are subject to the travel quarantine procedures.

Upon return to the workplace, employees are expected to adhere to all COVID-19 safety protocols.

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.

Rev. January 2021