



COVID-19 Employee Travel Policy

Approved: By Cabinet July 23, 2020

Date Established: July 23, 2020

Responsible Office: VP for Finance and Administration

Date Last Revised: N/A

Responsible Administrator: David DeSwert (VP for Finance and Administration)

Statement

The COVID-19 Employee Travel Policy provides guidance on travel by Smith employees during the COVID-19 pandemic to limit college-sponsored travel and encourage safe personal travel. It is to remain in effect until the Commonwealth of Massachusetts enters reopening phase 4.

Scope / Responsibilities

The policy covers college-sponsored travel for employees of the college. It does not provide any guidance on travel for students of the college which is covered elsewhere.

Responsibilities:

- All employees of Smith College must comply with the policy.
- Any exceptions to the policy must be approved by the requesting area's Cabinet member in consultation with CIRT.

Policy

To be in effect until the Commonwealth of Massachusetts determines that it is entering reopening phase 4

(<https://www.mass.gov/info-details/reopening-when-can-my-business-reopen#overview-of-four-phase-approach>).

To reduce the risk of spread of COVID-19, all college-sponsored travel is suspended indefinitely. This includes both domestic and international travel. We will continue to evaluate when it may be safe to return to some limited travel in the coming months.

Any exceptions to Smith's travel policy must be approved by the requesting area's Cabinet member in consultation with the COVID Incident Response Team. Exceptions will be made for essential travel only, for example to advance research related to COVID-19.

Smith also encourages employees to minimize personal travel to the extent possible. If employees do conduct personal travel, they should note that the state of Massachusetts may request a 14-day self-quarantine or other safety measures upon return to the state. Employees are requested to review

current state guidance (<https://www.mass.gov/info-details/travel-information-related-to-covid-19>) and Smith's Statement of Shared Responsibility before conducting personal travel.

Policy Violations (if applicable)

Violations of college policies are adjudicated according to procedures outlined in the Student Handbook and the Employee Handbook, with disciplinary consequences imposed by the adjudicating authority up to and including dismissal. Some offenses are punishable under state and federal laws.

Procedures

Departments should develop internal procedures relevant to their business processes that support compliance with this policy.