

MUSKINGUM

U N I V E R S I T Y

TRAVEL TO OUT-OF-STATE LOCATIONS Policy

Responsible Offices: Student Affairs and Human Resources
Responsible Administrators: Assoc. VP for Student Affairs
Asst. VP for Human Relations & Risk Management
Effective Date: January 18, 2021
Amended: January 29, 2021
February 5, 2021
March 23, 2021

100. Preamble

Muskingum University is committed to providing a healthy and safe environment in which our students can live and learn and in which our faculty, administrators, and staff can work. The University follows federal, state, and local guidance to reduce the spread of COVID-19.

Although Ohio does not maintain a formal travel advisory, the state Department of Health urges individuals to avoid travel as much as possible and to use caution if you must travel to other states. The University has adopted the following policy to minimize the risk to others by travelers, while allowing the traveler to return safely to campus activities as early as possible.

101. Policy Statement

A Travel Planning Form must be completed and submitted by any student, faculty, or staff member whose travel plans include travel by air or other public transportation.

The Travel Planning Form must be completed at least one week prior to travel and [Ohio's COVID-19 Guidance on Travel](#) should be reviewed. If travel cannot be arranged one week in advance, the form should be completed as early as possible.

The University health team will assist with planning travel to ensure that travelers can return to campus as safely as possible. The written plan to return to campus will be based on the traveler's individualized needs and may include a period of quarantine and/or two negative COVID-19 tests within 7 days of return.

Students are responsible for communicating their travel plans to their faculty in advance of travel if they will miss classes and/or will be unable to complete assessments (exams, assignments, etc.) during their absence. Absences for non-essential travel, such as vacation, may be considered unexcused at the instructor's discretion. Formal remote instruction accommodations will be issued for the post-travel quarantine/isolation period only.

102. Compliance

Any individual who travels as described above and does not complete the form will be referred to Student Affairs for a conduct review if a student or to Human Resources if a faculty or staff member.

Reports of non-compliance may be made by any student, faculty, or staff by using the COVID-19 Concern Form, which may be submitted anonymously.

103. Term of Policy and Modification

This policy is intended to be temporary to reduce the spread of COVID-19. Changes to this policy will be made based on current and updated guidance and will be communicated to the campus community promptly.