

Northeast Community College
Travel Restriction Protocol for Employees and Students
July 7, 2020

In order to slow the progression of COVID-19 in area communities, and protect students, employees, their families, and each other from the risk of infection from COVID-19, Northeast Community College is continuing travel restrictions on international and domestic College-related travel **through June 30, 2021**.

This protocol applies to regional, national and international travel regardless of the mode of transportation (air, rail, or automobile). This protocol does not apply to travel within Nebraska or the surrounding states that is considered part of routine assigned duties of the employee or an approved educational program of the student pending any changes in regional restrictions.

I. Restrictions on Business Travel

- A. All Northeast Community College business-related travel is suspended, with exceptions noted in section B.
 - 1. Travel that is being planned for the future, but not yet approved or booked will not be approved or booked during the travel restriction period.
 - 2. Travel through June 30, 2021, that is already approved and booked and paid for by Northeast should be canceled in such a manner so as to minimize financial loss.
 - 3. Travel through June 30, 2021, that is already booked and paid for by entities other than Northeast Community College, should be canceled in such a manner so as to minimize financial loss.
 - 4. For Northeast Community College travel, the Purchasing Office should be contacted for all cancellations. Any questions related to travel may be e-mailed to: chistopherr@northeast.edu
- B. Exceptions to this travel restriction for Northeast Community College faculty, staff, or students will be made only for travel that is deemed to be essential as approved by the employee's supervisor, the division dean for students, as well the division vice president for students and employees.
- C. Exceptions will be granted only after thoughtful consideration of the essential academic and/or business need for the travel, virtual attendance options, and the potential impact on the provision of essential functions.

II. Restrictions on Personal Travel

- A. Employees and students should be aware that personal travel outside the United States may result in delay or quarantine. This could delay the completion of their academic program.
- B. Employees and students should regularly consult the CDC website (cdc.gov) and the Elkhorn/Logan Valley Public Health Department (ELVPHD.org) to understand the changing COVID-19 status of their destination and should adhere to its guidelines related to travel.

III. Return from Travel

- A. Upon completion of travel *within* the United States, there is *no* requirement to self-quarantine at this time.
- B. Attendance and pay guidelines specific to any required quarantine or time off from work or class, due to COVID-19 will vary depending on the circumstances. The employees shall discuss the situation with Human Resources staff for their specific circumstances. Students should contact their instructor regarding absence and attendance policies for their classes.

This protocol will be reassessed prior to June 30, 2021 as needed, based on current conditions, restrictions, and health department/CDC guidelines.

Helpful Links:

- Nebraska Department of Health and Human Services: <http://dhhs.ne.gov/>
- Elkhorn Logan Valley Public Health Department: <https://elvphd.org/>
- North Central District Health Department: <https://ncdhdne.wordpress.com/home/>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>