

## **Carteret Community College COVID-19 Travel Protocol**

**Updated August 27, 2020**

The College is committed to providing reasonable precautions to ensure the health and safety of employees, students and other visitors to our campus. Leadership and other partners are routinely reviewing information provided by local, state, and federal health officials and using that information to inform the College's response to the virus. The more proactive and intentional we are in controlling exposure on the front end, the better our chances of completing the semester without a significant outbreak that puts additional stress on academic success. In that spirit, the College has revised and adopted a protocol as it relates to overnight travel.

According to the CDC, "travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19." While travel for College business is generally still suspended, we recognize that many of you may travel for personal reasons. Following is the College's requirements for those who choose or need to travel overnight away from home.

Employees should report overnight travel away from home to their immediate supervisor and to Human Resources, prior to leaving for the trip when plans are foreseeable. If the trip is emergent in nature, employees should contact their supervisor and Human Resources prior to returning to campus after the trip. Human Resources, guided by the most current guidance from the CDC, and other health officials will ask a series of questions to better understand your planned travel and assess potential risk of increased transmission or exposure of the virus to our campus upon your return. This information will be used to help in discussions regarding decisions for possible post-trip quarantine from campus, or other measures that might need to be in place to reduce the risk of transmission of the virus on our campus.

Students who engage in overnight travel away from home should contact each course instructor to arrange for continuation of coursework during the required quarantine period. Instructors who are working with student's post-travel should consult with departmental chairs and deans for assistance, as well as with the Dean of Student Services to determine what measure to take post-travel to reduce the risk of transmission of the virus on our campus.