



Executive Directive - Travel

Issued by Chancellor Howard Gillman

August 24, 2020

To help mitigate possible exposure to COVID-19 on property controlled by UCI and help prevent the spread of COVID-19 within the UCI community, UCI is responsibly restricting some forms of travel at this time.

This Executive Directive ("Directive"):

- applies to all students and UCI employees, including all faculty, residents, fellows, and staff, including those who work within the UCI Health System;
- supersedes the March 11, 2020 Travel Policy Amendment COVID-19;
- amends UCI [Sec. 715-01: Policy on Travel Authorization and Approval](#) which implements UC [BFB-G-28: Travel Regulations](#); [Sec. 420-10: Policy for Student International Activities](#); and [Sec. 420-11: Procedures for Student International Activities](#), to the extent such policies and procedures are inconsistent with this Directive; and
- does not apply to UCI's Intercollegiate Athletics (ICA) competition-related travel (which is governed by the ICA plan).

A. Definitions

1. Areas of Risk

- a. Country of Risk: Any country listed by the CDC as Level 2 or above, or any country listed by the U.S. Department of State as Level 4.
- b. Domestic Region of Risk: Any state, county, or region in the U.S. that has specific travel restrictions imposed by a U.S. federal, state, or local authority.

2. Essential Travel

- a. Essential Travel is travel that meets all three of the following criteria:
 - i. Required;
 - ii. Cannot be postponed; and
 - iii. Necessary to preserve patient/human research subject safety or results of research activities.
- b. Essential student and trainee travel (clinical and non-clinical) is defined as that which cannot be postponed and is necessary to meet a graduation requirement.
- c. Essential faculty travel does not include travel to attend educational conferences.
- d. All staff travel is categorically defined as non-essential unless an exception is granted per Section G below.

3. University-Related

- a. Any activity performed to accomplish University business regardless of the source of funding.

4. Designated Approver

- a. Approvers for Essential Travel are division level supervisors, including Deans, Vice Provosts, Vice Chancellors, Associate Chancellors, or Chief Officers.

5. Travel Risk Review Team

- a. The UCI International Risk Review Team that under this Directive is being delegated responsibility for responding to Covid-19 travel concerns.



B. Employee and Student International Travel (Inbound and Outbound)

1. All travelers must comply with any U.S. federal, state, or local regulations related to places where they travel and modes of transportation they will use.
2. University-Related International Travel – Outbound
 - a. UCI strongly recommends that non-essential international travel be postponed.
 - b. University-Related international Essential Travel involving any Area of Risk requires pre-approval as explained below in Section G: Pre-Approval and Exceptions.
 - c. University-Related international non-essential travel involving any Area of Risk is prohibited. Exceptions may be requested as explained below in Section G.
 - d. [As required by UCOP](#), all travelers are required to enroll in the [UC Away travel insurance program](#) or make travel reservations through [Connexus](#), which provides automatic enrollment in the UC Away travel insurance program.
 - Note: UC Away travel insurance program no longer covers COVID-19 travel interruptions.
 - e. Students
 - i. Additionally students need approval for all University-Related international travel and travel that involves an Area of Risk as explained in [Sec. 420-10: Policy for Student International Activities](#) and [Sec. 420-11: Procedures for Student International Activities](#).
3. University-Related International Travel – Inbound
 - a. UCI is prohibiting all non-essential University-Related international travel involving any Area of Risk. Exceptions may be requested as explained below in Section G.
 - b. Before entering UCI-controlled spaces, anyone whose travel involves an Area of Risk must complete 14 days of self-isolation.
 - c. Before entering UCI-controlled spaces, returning travelers must be familiar with and comply with all [UCI COVID-19 related Executive Directives, all applicable return to campus guidelines](#) and unit plans, and other applicable University policies and protocols.
 - d. Healthcare Workers:
 - i. The April 2, 2020, UCOP directive does not require 14-day self-isolation for asymptomatic healthcare workers.
 - ii. In addition to all other requirements of this Directive, before entering UCI-controlled spaces, returning healthcare workers must be familiar with and comply with [UCI Guidance for Healthcare Workers](#). Clinical or health UCI personnel should consult with their Division head for additional restrictions that may apply.
 - e. Students: In addition to all other requirements:
 - i. Before entering UCI-controlled spaces, returning students who live on campus must be familiar with and comply with all University policies and protocols related to the traveler's UCI residence.
4. Personal Travel
 - a. UCI strongly recommends that personal international travel be postponed, if possible.
 - b. Before entering UCI-controlled spaces, anyone whose international travel involves an Area of Risk must complete 14 days of self-isolation.
 - i. The April 2, 2020, UCOP directive does not require 14-day self-isolation for asymptomatic healthcare workers.
 - c. Before entering UCI-controlled spaces, returning travelers must be familiar with and comply with all [UCI COVID-19 related Executive Directives, all applicable return to campus guidelines](#) and unit plans, and other applicable University policies and protocols.
 - d. Students



- i. Before entering UCI-controlled spaces, returning students who live on campus must be familiar with and comply with all University policies and protocols related to the traveler's UCI residence.

C. Employee and Student Domestic Travel (Inbound and Outbound)

1. University-Related domestic travel should be postponed, if possible, due to rapidly shifting travel conditions in the U.S. It is the responsibility of each traveler to know the health conditions at their destination and at all stopovers, and to also fully consider the risks of their chosen mode of transportation.
2. All travelers must comply with any U.S. federal, state, or local regulations related to places where they travel and the modes of transportation they will use.
3. University-Related Domestic Travel - Outbound
 - a. UCI strongly recommends that non-essential domestic travel be postponed.
 - b. University-Related domestic Essential Travel involving any Area of Risk requires pre-approval as explained below in Section G.
 - c. University-Related domestic non-essential travel involving any Area of Risk is prohibited. Exceptions may be requested as explained below in Section G.
 - d. [As required by UCOP](#), all travelers are required to enroll in the [UC Away travel insurance program](#) or make travel reservations through [Connexxus](#), which provides automatic enrollment in the UC Away travel insurance program.
 - Note: UC Away travel insurance program no longer covers COVID-19 travel interruptions.
4. University-Related Domestic Travel – Inbound
 - a. UCI strongly recommends that non-essential domestic travel be postponed.
 - b. Before entering UCI-controlled spaces, anyone whose travel involves an Area of Risk must complete 14 days of self-isolation.
 - c. Before entering UCI-controlled spaces, returning travelers must be familiar with and comply with all UCI COVID-19 related Executive Directives and other applicable University policies and protocols, including UCI COVID-19 Individual Guidance.
 - d. Healthcare Workers:
 - i. The April 2, 2020, UCOP directive does not require 14-day self-isolation for asymptomatic healthcare workers.
 - ii. In addition to all other requirements of this Directive, before entering UCI-controlled spaces, returning healthcare workers must be familiar with and comply with [UCI Guidance for Healthcare Workers](#). Clinical or health UCI personnel should consult with their Division head for additional restrictions that may apply.
 - e. Students: In addition to all other requirements:
 - i. Before entering UCI-controlled spaces, returning students who live on campus must be familiar with and comply with all University policies and protocols related to the traveler's UCI residence.
5. Personal Travel
 - a. UCI strongly recommends that domestic personal travel be postponed, if possible.
 - b. Before entering UCI-controlled spaces, anyone whose domestic travel involves an Area of Risk must complete 14 days of self-isolation.
 - i. The April 2, 2020, UCOP directive does not require 14-day self-isolation for asymptomatic healthcare workers.
 - c. Before entering UCI-controlled spaces, returning travelers must be familiar with and comply with all [UCI COVID-19 related Executive Directives, all applicable return to campus guidelines](#) and unit plans, and other applicable University policies and protocols.



- d. Students
 - i. Before entering UCI-controlled spaces, returning students who live on campus must be familiar with and comply with all University policies and protocols related to the traveler's UCI residence.

D. Mode of Transportation (All Travelers)

1. Decisions to travel should take into account that some forms of transportation involve greater health risk than others. Please refer to the [CDC travel guidelines](#) for further information.
2. University-Related travel involving any form of transportation with a health warning from a U.S. federal, state, or local authority is prohibited, such as [CDC's Travel Notice regarding Cruise Ships](#). Exceptions may be requested as explained below in Section G.
3. Travelers must comply with all health and safety guidelines for all modes of transportation.

E. Visitors

1. Pursuant to [UCI's Gatherings Executive Directive](#), gatherings of any size (two or more individuals) on UCI controlled property should be held using alternative methods (for example, virtual or remote methods) instead of in-person, if reasonably feasible.
2. A visitor is an individual who has been invited to UCI for University-Related activities by a UCI unit.
 - a. Before issuing an invitation to a visitor, a UCI unit must obtain:
 - i. approval for the invitation from their Designated Approver; and
 - ii. if applicable, an exception for a visitor who will travel from an Area of Risk, as explained below in Section G.
3. Before entering UCI-controlled spaces all visitors must:
 - a. Be familiar with and comply with the [UCI Invited Guest/Visitor Executive Directive](#).
4. All visitors must comply with any U.S. federal, state, or local regulations related to places where they have traveled and the modes of transportation they used at any time during the 14 days prior to arrival.
5. Visitors Arriving From an Area of Risk

In addition to complying with E.3 and 4 above:

 - a. Travel involving an Area of Risk requires an exception as detailed in Sections E.2.a and G.
 - b. Anyone arriving from an Area of Risk must not enter UCI-controlled spaces until they have completed 14 days of self-isolation.



F. Summary

The following table provides a quick reference overview of the travel categories and basic requirements. Please note that the sections above include detailed requirements that must be followed.

Destination/Origin	Travel Type	Area of Risk	Requirements
International	Essential	Yes	Must be pre-approved, requires 14-day isolation
International	Essential	No	Permitted
International	Non-essential	Yes	Prohibited, requires exceptional approval, requires 14-day isolation
International	Non-essential	No	Strongly recommend postponement
Domestic	Essential	Yes	Must be pre-approved, requires 14-day isolation
Domestic	Essential	No	Permitted
Domestic	Non-essential	Yes	Prohibited, requires exceptional approval, requires 14-day isolation
Domestic	Non-essential	No	Strongly recommend postponement
International or Domestic	Visitor	Yes	Prohibited, requires exceptional approval, requires 14-day isolation
International or Domestic	Visitor	No	Must be pre-approved
International or Domestic	All	Mode of Transportation has health warning	Prohibited, requires exceptional approval, requires 14-day isolation



G. Pre-Approval and Exceptions

1. All University-Related travel involving Areas of Risk requires pre-approval in writing.
2. Non-essential University-Related travel involving Areas of Risk requires an exception in writing.
3. Travelers must not commence their travel unless they have received the relevant written approvals.
 - Without these relevant written approvals, travelers may not receive reimbursement for their travel expenses.
4. Process for pre-approvals and exceptions:
 - a. Complete the travel pre-approval and exception form.
5. Submit the form to the Travel Risk Review Team (TRRT) at global@uci.edu and copy the Designated Approver.
 - a. The TRRT and the Designated Approver will make a decision and notify the traveler.
 - b. Appeals to decisions can be routed through the TRRT and final decisions will be made by the Provost and Executive Vice Chancellor.
 - c. Documentation of all applicable approvals must be submitted to Travel Accounting with any travel advance or travel reimbursement request.

References/Resources

Support for this Directive at the time it was issued includes, but is not limited to:

- [California State Guidance for Institutions of Higher Education](#)
- [CDC Considerations for Travelers – Coronavirus in the U.S.](#)
- UC Policies and Guidance
 - [BFB-G-28: Travel Regulations](#)
 - [Guidance for UC Locations Concerning COVID-19](#)
 - [UCOP Travel Directives](#)
- UCI Administrative Policies and Procedures
 - [Sec. 420-10: Policy for Student International Activities](#);
 - [Sec. 420-11: Procedures for Student International Activities](#); and
 - [Sec. 715-01: Policy on Travel Authorization and Approval](#)
- [UCI Guidance for Healthcare Workers](#)

Authority to issue this Directive:

- [Regents Standing Order 100.6](#)

DocuSigned by:

Howard Gillman

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Chancellor Howard Gillman

8/18/2020

Date