



These guidelines are intended to help all CSU students, faculty, and staff stay informed and safe during business-related travel.

BUSINESS TRAVEL GUIDANCE

California State University has suspended all non-essential international and domestic travel for all faculty, staff, students, and auxiliary organizations through June 30, 2021. Note: Programmatic travel is deemed essential (i.e. study abroad) but information below is still applicable for safety during such travel.

- CSU employees must follow their campus specific guidelines regarding Concur and paper travel. Contact your appropriate travel representative for clarification (see References below for links to campus travel website).
- Apply hand sanitizer or wash hands with soap and water for 20 seconds upon exiting airplanes, buses, trains or vehicles and maintain a 6-foot distance from others whenever possible.
- Check that all necessary supplies are available before travel. For instance, all travelers should have enough face coverings, hand sanitizer, and disinfecting wipes for daily use. Consider packing extra supplies in case of unexpected delays.
- Do not touch your face or face covering without first disinfecting your hands.
- Do not travel if you are sick or awaiting COVID-19 test results.
- Maintain physical distancing, whenever possible, when you enter and exit airplanes, buses, trains, or any area with crowds or lines.
- Stay informed of any current travel restrictions from the [Centers for Disease Control and Prevention](#) and any [implemented by local authorities](#) at many destinations.
- Check current ["Shelter in Place"](#) orders before traveling.
- Use touchless payment methods for reimbursable expenses, when possible.
- Avoid touch-surfaces commonly touched by others.
- Verify any requirements for isolation after travel to or from your destination. Also, verify routes and facilities that you will use are open, including gas stations, hotels and restaurants.
- Avoid using public transportation during peak hours when possible.

TAXIS OR RIDE HAIL SERVICES

- Request ventilation in the vehicle, such as opening windows or not recirculating air from the air conditioner.
- Ride with the fewest passengers possible. Sit in the rear of the vehicle to increase the social distance from the driver.

RENTAL CARS

- Disinfect commonly touched surfaces before and after vehicle use, including cup holders, door handles, gearshift, lock and window controls, mirrors, seatbelts, steering wheel, stereo, and air conditioning controls, etc.
- Limit the number of occupants so that social distancing can be maintained. A face covering should be worn.
- Increase ventilation through the vehicle by opening windows or not recirculating air from the air conditioner.
- Use disinfecting wipes on all surfaces that will be touched before performing tasks, such as filling the vehicle with gas.

AIRPLANES

Note: Disinfecting wipes and up to a 12-ounce hand sanitizer are permitted in carry-on luggage.

- Avoid sitting next to another passenger when possible. In open-seating situations, select a seat to maintain social distancing when possible. If seat selection is minimal, try to sit where social distancing can be maintained.
- Disinfect all surfaces of the seating area with disinfecting wipes. Disinfect all surfaces you will touch, including armrests, tray tables, seats and airflow controls.
- Limit the number of carry-on items that will be removed for security checkpoints. Disinfect any items that are removed from bags and placed in bins before returning to your carry-on luggage.
- Maintain social distancing from others when checking in for flights, especially in security checkpoint lines, open waiting areas, and lines for boarding the flight.
- Upon claiming checked baggage, disinfect handles and exterior surfaces with disinfecting wipes.
- Use electronic tickets to check in when possible. If not possible, clean kiosks with disinfecting wipes before use and apply hand sanitizer following use.
- Verify requirements for face coverings when visiting airports and while on airplanes.

DINING AND HOTELS

- Avoid restaurant dine-in service. Use curbside pickup or drive-thru takeout when possible.
- Verify your chosen hotel's cleaning standards to ensure that rooms are disinfected between guests and are held for 72 hours between guests. Common hotel chains are reportedly utilizing these precautions.
- Maintain physical distancing while traveling and staying overnight. Use the stairs when elevators are crowded or wait for the next elevator.

WHAT TO DO WHEN RETURNING FROM ESSENTIAL BUSINESS TRAVEL

Those who have recently traveled throughout the state and the greater U.S. should decide whether they need to self-isolate based on state and local travel restrictions and the rate of community spread to which they have been exposed. Up-to-date information and travel guidance are available from state and local health departments.

If you are ill and have traveled out of the country or to a high-risk location in the last two weeks:

- Notify your local health care provider as soon as possible.
- Stay home and do not come to campus for classes or for work.
- Students with fevers, cough, or severe illness should call their appropriate Student Health & Wellbeing Services team before visiting their Student Health Centers.
- Staff and faculty should contact their health care providers or seek medical attention as applicable.

REFERENCES

- Campus Travel Website:
<https://www.csuchico.edu/ap/travel.shtml>
- The U.S. Centers for Disease Control and Prevention:
[Coronavirus in the United States—Considerations for Travelers](#)
[Protect Yourself When Using Transportation](#)
[Travel](#)
[Use of Cloth Face Coverings](#)

TRAVELER'S ACKNOWLEDGEMENT OF RISK GUIDANCE

Travel increases your chances of getting and spreading COVID-19. If you must travel for business, make sure you are aware of and adhere to restrictions for your destination and place of return. Within the United States, check the state and territorial health department websites for the latest information.

According to the Centers for Disease Control and Prevention (CDC), coronavirus is a type of virus that causes diseases ranging from the common cold to more serious respiratory disease. The CDC reports that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness or death. Typically, symptoms include fever, cough and shortness of breath. Severe illness is more common in people with underlying health conditions or weakened immune systems, as well as older adults. Symptoms may appear 2-14 days after exposure to the virus.

COVID-19 EXPOSURE PREVENTION

Guidelines issued by public health agencies and federal, state, local governments must be followed during travel. These guidelines may change as information develops.

CDC guidance can be found at the following site: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. Additional guidance for travelers can be found at CDC's [website Considerations for Travelers](#).

Travel increases your chances of getting and spreading COVID-19. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to social distance (keep 6 feet apart from other people). Learn more about how to protect yourself from COVID-19 on different types of transportation on CDC's website [Protect Yourself When Using Transportation](#).

PROTECT YOURSELF AND OTHERS DURING YOUR TRIP:

- Clean your hands often – wash with soap and water for at least 20 seconds
 - If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with others
 - Maintain a minimum 6 feet of physical distance from others.
- Avoid touching your eyes, nose, or mouth
- Wear a cloth face covering when in public
- Cover coughs and sneezes
- **Do not travel if you are sick**, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.