



INTERIM TRAVEL POLICY

Due to the ongoing COVID-19 pandemic and related safety concerns, Westmont College has instituted the following interim personal and professional travel guidelines for all faculty and staff until further notice:

1. Unless professional travel is approved in advance by the president or your area's vice president, all Westmont business travel is hereby suspended.
2. Any employee traveling for personal reasons must notify his/her supervisor if any of the following conditions are met:
 - a. An employee is traveling via any form of commercial transportation (e.g. airlines, train, cruise, long-distance bus (Greyhound), etc.).
 - b. An employee is traveling outside of California regardless of the mode of transportation.

In the event an employee's travel meets any of the aforementioned criteria, the employee must not return to campus until the following condition is met:

1. The employee completes a COVID-19 test no sooner than five (5) days upon his/her arrival home and the results are negative (please note that it may take several days to receive test results). An employee can schedule an appointment by visiting [this site](#). Due to potential demand, it is recommended that the employee schedule an appointment well in advance of their trip.

Employees must be in communication with their supervisor about their work plans during this waiting period. Those who are able to work from home may do so while awaiting test results. Employees unable to work remotely due to their job responsibilities will need to use emergency sick leave to receive their full pay. **Contact Human Resources for details.**

Any employees traveling internationally will be required, in alignment with CDC guidance, to stay off campus for two weeks (14 days) prior to being allowed to return to campus. Employees unable to work remotely due to their job responsibilities will need to use emergency sick leave to receive their full pay. **Contact Human Resources for details.**