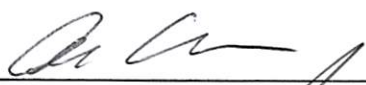
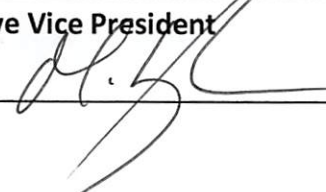




# TOURO COLLEGE & UNIVERSITY SYSTEM

<b>Policy Procedure Name Number:</b> Temporary Travel Policy - COVID-19/ Novel Coronavirus	<b>Effective Date:</b> March 3, 2020	<b>Policy Version:</b>	<b>Policy Status:</b>
<b>President</b>  <hr/> <b>Executive Vice President</b>  <hr/>		<b>Date:</b> <u>3.3.2020</u> <b>Date:</b> <u>3.3.2020</u> <b>Date:</b>	

**I. PURPOSE:**

Temporary travel restrictions and procedures to minimize the impact of the COVID-19 on the TCUS community.

**II. SCOPE:**

This policy applies to all faculty, staff and students throughout the Touro College and University System.

**III. DEFINITIONS**

A) **Touro College & University System** (hereinafter referred to as "TCUS") shall mean and include Touro College, Touro University California, Touro University Nevada, Touro University Worldwide, Hebrew Theological College, New York Medical College, their schools, divisions, departments and entities (domestic and international).

**IV. POLICY STATEMENTS**

TCUS generally supports faculty, staff and student travel in furtherance of our educational mission. However, due to the worldwide spread of the COVID-19, TCUS is closely monitoring information and advice from the CDC and from state and local governments and is temporarily instituting new travel policies and procedures in an effort to keep individuals and our community from coming into contact with the virus.

In recognition of the rapidly evolving events concerning the coronavirus outbreak, TCUS is temporarily prohibiting all TCUS-sponsored international travel to countries that are designated with a Center for Disease Control (CDC) Warning-Level 3 Travel Notice. As of this date the countries include China, South Korea, Italy and Iran. Please see the [CDC website](#) for more details and updated information.

TCUS is also curtailing TCUS-sponsored non-essential international travel to other countries without prior approval by campus leadership.

TCUS is currently monitoring information from government agencies regarding domestic travel and while there are no bans at this time, TCUS recommends that non-essential travel be curtailed and that TCUS-sponsored domestic travel be pre-approved by campus leadership.

## **V. PROCEDURES**

Initial requests for essential international and domestic travel effective immediately must be submitted to your dean. The Dean will then consult with senior leadership regarding the request. This policy applies to already ticketed travel and registration already submitted, that was approved prior to March 3, 2020.

Without prior travel authorization, TCUS will not reimburse any part of the travel and employees must charge days out of the office to vacation and/or personal time. In addition, failure to request prior travel authorization will be considered a violation of TCUS policy.

Out of an abundance of caution, TCUS will follow the CDC guidance which urges anyone who has been in a Level 3 country to practice “social distancing” meaning that for 14 days from their return to the United States they should not physically show up in the workplace or in the classroom. Therefore, staff and students who return from a Level 3 country must engage in social distancing and should notify their supervisor or dean to discuss alternative arrangements for work and coursework.

Any person exhibiting symptoms of illness within 14 days of returning to the U.S. following any international travel, must obtain written medical clearance before returning to any TCUS location. According to the CDC, symptoms related to COVID-19 include fever greater than 100.4 degrees Fahrenheit / 38 degrees Celsius along with difficulty breathing or shortness of breath. Employees must submit materials to the Office of Human Resources and students should materials to the Dean of their school.

Given the developing nature of this situation, TCUS recommends all members of the community reconsider international travel.