

COVID 19 Travel Guidelines and Exception Process*Approved by PEG 8-17-20*

Guidelines and Process

The process and guidelines listed below will be in affect until further notice.

Required Academic Student Travel

The default position for required academic travel is that it is only allowed through an exception process. Departments/faculty that feel they cannot substitute an alternative activity must submit an exception request. The process will be the same for day or overnight travel.

For courses that require student travel, departments may indicate in the syllabus that there are travel experiences typically associated with their course. However, if travel restrictions are still in place those travel experiences may be cancelled or modified.

Elective Academic Student Travel

Elective travel is suspended. Elective indicates that other non-travel activities can be appropriately substituted.

Employee Travel

All employee travel is suspended. Exception requests should be submitted through line management and will need to be approved by the appropriate vice presidents. Sid Palmer has been designated to review such requests for Academics.

Exception Process

The exception process allows the opportunity to ensure that safety considerations, travel alternatives, and appropriate travel arrangements are considered. For those that submit a Spend Authorization or contact Travel Administration, those requests will be routed to the appropriate Vice President.

Employees seeking exceptions should be prepared to discuss or email responses to the following checklist:

1. Alternative activities, including those for students that may have some concerns with off-site activities etc.
2. Appropriate travel arrangements and modes of transportation that meet physical distancing, and safety guidelines
3. Appropriate safety considerations for the activity such as physical proximity/contact, equipment use, food preparation, venue etc.
4. Other risk and mitigation plans (updated as needed)

Protocol if Travel or Activity is Approved

Transportation

- When riding in University fleet vehicles:
 - The same precautions for physical distancing and safety will be expected in University vehicles as those being taken on campus.
 - When traveling with students or other employees, there should be only one person per row in vans while maintaining physical distancing, along with face coverings and cleaning/sanitation protocols.
- Transportation in University vehicles is required for academic student travel courses. Students driving personal vehicles to the activity location will only be permitted to do so with an approved exception.

Illness or Injury

- For illness or emergencies that happen during student travel, the indicated First Responder should be prepared to assist as needed.
- For travel guidelines related to COVID-19, check the BYU-Idaho [COVID 19 webpage](#). If you need additional assistance, contact the BYU-Idaho Support Center (496-1411) or Student Well-being in the Dean of Student's Office on campus. (496-9200)