Northeast Community College
Travel Restriction Protocol for Employees and Students
March 15, 2020

In order to slow the progression of COVID-19 in area communities, and protect students, employees, their families, and each other from the risk of infection from COVID-19, Northeast Community College is implementing travel restrictions on international and domestic College-related travel, effective immediately, through April 13th, 2020.

This protocol applies to regional, national and international travel regardless of the mode of transportation (air, rail, or automobile). This protocol does not apply to travel within Nebraska or the surrounding states that is considered part of routine assigned duties of the employee or an approved educational program of the student pending any changes in regional restrictions.

I. Restrictions on Business Travel

A. All Northeast Community College business-related travel is suspended effective immediately.
   1. Travel that is being planned for the future, but not yet approved or booked will not be approved or booked during the travel restriction.
   2. Travel through April 12th, 2020, that is already approved and booked and paid for by Northeast should be cancelled in such a manner so as to minimize financial loss.
   3. Travel through April 12th, 2020, that is already booked and paid for by entities other than Northeast Community College, should be cancelled in such a manner so as to minimize financial loss.
   4. For travel that is already booked and paid for in part by the employee or student and has not yet been reimbursed, reimbursement will be arranged through the appropriate department for those portions of the trip that are related to the approved travel that the college had agreed to support.
   5. For Northeast Community College travel, the Purchasing Office should be contacted for all cancellations. Any questions related to travel may be e-mailed to christopherr@northeast.edu.

B. Exceptions to this travel restriction for Northeast Community College faculty, staff, or students will be made only for travel that is deemed to be essential as approved by the employee’s supervisor, the division dean for students, as well the division vice president for students and employees.

C. Exceptions will be granted only after thoughtful consideration of the essential academic and/or business need for the travel, virtual attendance options, and the potential impact on the provision of essential functions.
II. Restrictions on Personal Travel
A. Employees and students are highly discouraged from travel to areas with Center for Disease Control and Prevention (CDC) Travel Health Notices, regardless of level, or anywhere outside of the continental United States or on travel by cruise ship. Domestic travel should also be carefully considered and should be limited to essential travel, particularly if the traveler is at increased risk (based on age or the presence of underlying health conditions) or lives with individuals who may be at increased risk, if infection with COVID-19 occurs.
B. Students should be aware that personal travel outside the United States may result in delay or quarantine, which may delay the completion of their academic program.
C. Employees and students should regularly consult the CDC website (cdc.gov) to understand the changing COVID-19 status of their destination and should adhere to its guidelines related to travel.

III. Return from Travel
A. Upon completion of travel, the employee or student may be required to self-quarantine for a period of up to 14 days based on current recommendations from the CDC.
B. Attendance and pay guidelines specific to any required quarantine or time off from work will vary depending on the circumstances. The employees shall discuss the situation with Human Resources staff for their specific circumstances. Students should contact their instructor regarding absence and attendance policies for their classes.

This protocol will be reassessed prior to April 13th, 2020.

Helpful Links:
- Nebraska Department of Health and Human Services: http://dhhs.ne.gov/
- Elkhorn Logan Valley Public Health Department: https://elvphd.org/
- North Central District Health Department: https://ncdhdne.wordpress.com/home/