

SUMMER 2020 EMPLOYEE TRAVEL PROTOCOL AT MARIETTA COLLEGE

Travel and vacation during the summer time is something many of us look forward to. It is often a time of rest and relaxation, as well as visiting or being visited by family and friends. However, this summer at Marietta College, we encourage you to limit your travel out of the area as much as possible. If you do, please coordinate your time away from the college or with visitors with your immediate supervisor and area vice president.

In an effort to maintain the safety and well-being of the Marietta College community, and under the guidance of the Ohio Department of Health and the Centers for Disease Control, employees are advised of the following recommendations related to personal travel:

**** Employees are encouraged to stay home and close to home this summer as much as possible, consider whether planned travel/trips are essential, and practice physical distancing, especially if you are at higher risk of severe illness. Persons at higher risk include those over age 65, immunocompromised (e.g., have an autoimmune disease or are undergoing chemotherapy), or have chronic health conditions (such as chronic lung disease; obesity; diabetes; asthma; heart, lung, liver, or kidney disease).***

Prior to travel:

- **Take as good of care of yourself as possible in days before leaving;**
- **Take your vitamins, eat well, and get adequate sleep;**
- **Take hand sanitizer, sanitizing wipes, and sanitizing spray with you;**
- **Have a plan for what you will do if you get sick;**
- **Do you have telemedicine available through health insurance?**
- **Do you know which clinics are offering care in your destination area?**
- **What is the COVID-19 screening protocol for the area where you are traveling? and**
- **Research the latest expectations within your destination city as far as shelter-in-place orders or expectations while being in public.**

Employees who are considering travel for vacation with their family/extended family or who have visitors.

Employees and their family should determine whether summer travel or vacation is necessary. All employees traveling or who have visitors must confirm that each member of their travel group/visitor group:

- Has not tested positive for COVID-19 in the last 14 days; and
- Has not displayed in the last 14 days, and is not currently experiencing, symptoms of COVID 19; and
- Has not been in direct contact with anyone in the last 14 days who has received a positive test for COVID-19 during that same time period, or who has displayed symptoms of COVID-19 during that same time period.

After returning home/visitors leaving:

After travel or having visitors, employees will be encouraged to self-monitor for symptoms for 14 days (cough and/or shortness of breath; and/or a combination of at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, new loss of taste or smell). If no symptoms are present, the employee can return to campus immediately.

If an employee is symptomatic, they should **NOT** report to work, call their supervisor, and call their medical provider. If an employee on campus has no symptoms but has a fever of 100.4 or greater, they will be asked to return home immediately and directed to call their medical provider. If you know for sure you have come into contact with those who have COVID-19, **DO** quarantine yourself for sure for 14 days and coordinate with your supervisor.

Travel within Ohio:

- Many employees will travel to Marietta College from within the state and around the Mid-Ohio Valley. This travel is permitted as is travel for employees as part of their normal life who live in one state and work or deliver services in another state.
- Medical appointments outside of Marietta are permitted based upon the advice of the medical provider of the services. If telemedicine or a rescheduled appointment is an option, the employee should examine that option.

Questions about Travel and/or Visitors:

- **These guidelines cannot cover or answer all of the questions an employee might have regarding travel in the Summer of 2020. As was said in the first paragraph, as you have any questions or concerns, please coordinate your time away from the College or with visitors with your immediate supervisor and area vice president.**

***** THIS POLICY IS SUBJECT TO CHANGE BASED ON RECOMMENDATIONS
BY THE OHIO DEPARTMENT OF HEALTH AND THE CDC *****



CANDIDATE TRAVEL QUESTIONNAIRE

In an attempt to provide the safest environment for you and our campus community, all candidates invited to attend an on-campus interview are required to respond to the following questionnaire. All candidates invited to campus are expected to follow the safety protocol on campus which requires wearing a mask while on campus and maintaining appropriate physical distancing of 6 feet. During the interview, while shaking hands is customary, we will refrain from any personal contact.

Name: _____

Have you traveled or been outside the Mid-Ohio Valley within the past 14 days? Yes No

If yes, where did you go? _____

Have you tested positive for COVID-19 in the last 14 days? Yes No

Have you displayed any symptoms of COVID-19 in the last 14 days? Yes No

Have you been in direct contact with anyone in the last 14 days who has received a positive test for COVID-19? Yes No

Have you been in direct contact with anyone in the last 14 days who has displayed symptoms of COVID-19? Yes No

You must agree to take your temperature before arriving on campus. Is your temperature greater than 100.4? Yes No

If yes, you must report your inability to come to campus to the hiring manager.

SYMPTOMS OF COVID-19: Cough and/or shortness of breath; and/or a combination of at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, new loss of taste or smell

Name: _____ Date: _____

Please note: An affirmative response to any of the above questions will not have a negative impact on your candidacy. It will only require a delay in your on-campus interview.

