Return to Learn Travel Task Force Preliminary Recommendations

- Chancellor and/or Chancellor’s Cabinet will identify governing phase based on metrics or indicators for prudently increasing (and decreasing) travel and in-person/on-site activities.
- All official UC San Diego travel policy and activity will be compliant with State, Local, and UCOP requirements/restrictions.
- Official travel and visitors will be identified as “essential” or “priority” at the unit level with final approval of requested travel/visitor activity to sit at VC (or delegate) level. Please reference the Campus PHASE (Travel/visitors) framework.
  o Essential travel/visitor activity must be both mission critical AND impossible to conduct without travel/visitor activity.
  o Priority travel/visitor activity must be both mission critical AND seriously compromised without travel/visitor activity.
- Given variety reasons for and types of travel/visitors to campus, campus parameters for permissible travel/visitor activity will be implemented in different ways by local units.
- Official travel and visits to campus must be managed through UC San Diego travel system (Concur) though limited exceptions can be approved at the VC (or delegate).
- All visitors to campus must comply with campus policies re: symptom screening, social distancing, use of PPE, and density of on-site personnel.

As you review these recommendations, consider the following questions:

1. Should the university identify travel “hot spots” and require additional restrictions? Is mode of transportation as critical as location?
2. Should the university restrict travel via air/bus/train more stringently than travel via personal car? Travel by air/bus/train increase risk of transmission.
3. Should the university require employees returning to travel, or visitors, to engage in self-isolation regardless of CDC warning level? Should this be determined with reference to location or mode of travel?
<table>
<thead>
<tr>
<th>Campus PHASE (Travel/visitors)</th>
<th>RED</th>
<th>ORANGE</th>
<th>YELLOW</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RED</strong></td>
<td>Shelter-at-home, “essential travel only”</td>
<td>Essential Travel and Visitors only (approximately 25% of typical travel?)</td>
<td>Essential and Priority Travel and Visitors (approximately 50% of typical travel?)</td>
<td>return to full operations</td>
</tr>
<tr>
<td>PPE, physical distancing, sanitation</td>
<td>Required (e.g., face coverings, reduced density of personnel, symptom screening, plexiglass barriers, regular sanitization of work spaces, etc.)</td>
<td>TBD</td>
<td></td>
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<tr>
<td>Remote work continues remotely</td>
<td>Required</td>
<td>Not required</td>
<td></td>
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<tr>
<td>Option for remote work by vulnerable groups</td>
<td>Required</td>
<td>Recommended</td>
<td>Not required</td>
<td></td>
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<tr>
<td><strong>DENSITY</strong> restriction for on-campus activity (with PPE, distancing, sanitation per EHS) (will adopt campus standards)</td>
<td>Only essential personnel allowed</td>
<td>1 person only in rooms ≤ per 250 sq. ft.</td>
<td>2 persons in rooms ≤ per 150 sq. ft.</td>
<td>TBD</td>
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<tr>
<td>Supervisor/Dept Head/VC approval for official travel</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>As per usual practice</td>
</tr>
<tr>
<td>Dept Head/Supervisor actions required</td>
<td>Plan for replacing all travel with teleconferencing</td>
<td>Identification of “essential” travel/visitors in compliance with on-campus density restrictions and safety protocols</td>
<td>Identification of “priority” travel/visitors in compliance with on-campus density restrictions and safety protocols</td>
<td>None</td>
</tr>
<tr>
<td>Employee actions required</td>
<td>Remote work plans, contact information to PI/supervisor</td>
<td>Travel/Visitor plans through UCSD system, get approval</td>
<td>Travel/Visitor plans through UCSD system, get approval</td>
<td>None</td>
</tr>
<tr>
<td>TRIGGER (in addition to state/local guidelines, campus will determine restrictions, safety requirements)</td>
<td>Shelter-at-home order instituted by Governor or by County</td>
<td>To enter from RED: shelter-at-home may be lifted; campus relaxes density restrictions, allows essential travel subject to policy and safety requirements</td>
<td>To enter from ORANGE: campus further relaxes density restrictions, allows priority travel subject to policy and safety requirements</td>
<td>Normal activity resumes (restrict. may remain)</td>
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<tr>
<td>CAN BE REVERSED</td>
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</tr>
</tbody>
</table>
Members: Ad Hoc Travel Task Force

Adele Brumfield (Co-Chair, AVC Enrollment Management)
Faith Hawkins (Co-Chair, AVC Research Affairs)
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Drew Hunsinger (Development)
Ted Johnson (Procurement)
Judy Kim (Graduate Division)
Roark Miller (IFSO)
Edith Mitchell (Risk Management)
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Corey Singleton (EHS)
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Heather Vinograd (Travel Systems)