



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.
 - Essential travel/visitor activity must be *both* mission critical AND impossible to conduct without travel/visitor activity.
 - 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?



	Campus PHASE (Travel/visitors)			
	RED Shelter-at-home, “essential travel only”	ORANGE Essential Travel and Visitors only (approximately 25% of typical travel?)	YELLOW Essential and Priority Travel and Visitors (approximately 50% of typical travel?)	GREEN return to full operations
PPE, physical distancing, sanitation	Required (e.g., face coverings, reduced density of personnel, symptom screening, plexiglass barriers, regular sanitization of work spaces, etc.)			TBD
Remote work continues remotely	Required			Not required
Option for remote work by vulnerable groups	Required		Recommended	Not required
DENSITY restriction for on-campus activity (with PPE, distancing, sanitation per EHS) (will adopt campus standards)	Only essential personnel allowed	1 person only in rooms ≤ per 250 sq. ft.	2 persons in rooms ≤ per 150 sq. ft.	TBD
Supervisor/Dept Head/VC approval for official travel	Required	Required	Required	As per usual practice
Dept Head/Supervisor actions required	Plan for replacing all travel with teleconferencing	Identification of “essential” travel/visitors in compliance with on-campus density restrictions and safety protocols	Identification of “priority” travel/visitors in compliance with on-campus density restrictions and safety protocols	None
Employee actions required	Remote work plans, contact information to PI/supervisor	Travel/Visitor plans through UCSD system, get approval	Travel/Visitor plans through UCSD system, get approval	None



Return to Learn

<p>TRIGGER (in addition to state/local guidelines, campus will determine restrictions, safety requirements)</p>	<p>Shelter-at-home order instituted by Governor or by County</p>	<p>To enter from RED: shelter-at-home may be lifted; campus relaxes density restrictions, allows essential travel subject to policy and safety requirements</p> <p>CAN BE REVERSED</p>	<p>To enter from ORANGE: campus further relaxes density restrictions, allows priority travel subject to policy and safety requirements</p> <p>CAN BE REVERSED</p>	<p>Normal activity resumes (restrict. may remain)</p> <p>CAN BE REVERSED</p>
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Members: Ad Hoc Travel Task Force

Adele Brumfield (Co-Chair, AVC Enrollment Management)
Faith Hawkins (Co-Chair, AVC Research Affairs)
Dismas Abelman (EOC)
Ben Bergen (Social Sciences)
Jennifer Bourque (OPRSA)
Dulce Dorado (IFSO)
Earl Edwards (Athletics)
Sanjiv Erat (Rady School of Management)
Courtney Giordano (Global Ed)
Tal Golan (Arts & Humanities)
Cheryl Harrelson (Alumni Affairs)
Drew Hunsinger (Development)
Ted Johnson (Procurement)
Judy Kim (Graduate Division)
Roark Miller (IFSO)
Edith Mitchell (Risk Management)
Chip Schooley (because he has to be on every task force)
Corey Singleton (EHS)
Michael Trask (Admissions/Recruitment)
Heather Vinograd (Travel Systems)