



## **W&J Travel Guidance Due to Covid 19 Environment**

W&J is committed to the health and safety of all community members and all campus visitors. We recognize that the Covid 19 environment is new for all of us as we navigate this new landscape together. Please reference this document as a guideline for your travel-related needs and questions during the timeframe that Covid 19 is relevant. As the academic year ebbs and flows, we will continue to adjust our guidance in accordance with the [State of Pennsylvania](#), [U. S. Department of State](#) and the [CDC guidelines](#). For now, we have prepared guidance for the Summer and Fall months. We plan to add guidance for the Winter and Spring as time progresses.

Summer may be defined as June, July, and August. Fall may be defined as September, October, and November.

If you must travel, please limit exposure in areas of high Covid-19 cases. Prior to traveling to specific destinations, check local area web sites to obtain information regarding case counts. If you must travel, consider your safety and safety of others upon your return. As cases increase in certain states and metropolitan areas, individuals may be advised to follow proper self-quarantining upon return from travel to such locations.

### **Guidance for Internal W&J Community Members (Students, Faculty, Staff, Trustees)**

#### **2020 SUMMER**

All non-essential travel has officially been postponed due to Covid 19. International travel on behalf of the college is prohibited for health and safety purposes alone. Until the College opens and until Washington & Jefferson College is successfully in the Green Phase, all travel is postponed. Once the College moves into an operating state, all non-essential and essential travel requests will be reviewed on a case-by-case basis by appropriate leadership.

#### **2020 FALL**

All non-essential travel continues to be postponed. Essential travel is considered on a case-by-case basis. Recruitment related and fundraising related activities are considered essential for the future of the institution. These activities will continue to be reviewed on a case by case basis by appropriate leadership and/or respective vice presidents.

Study abroad has been postponed for the entirety of the fall semester.

### **Guidance for External W&J Community Members (Parents, Alumni, Friends of the College, Visitors, Contractors)**

All external W&J Community Members are respectfully asked to follow the [State of Pennsylvania](#), [U. S. Department of State](#) and the [CDC guidelines](#) upon entering campus. We also ask all W&J external community

members to follow the elements of the [Six Point Safety Plan](#) – including but not limited to self-screening, mandatory masks and personal protective equipment, physical distancing, handwashing and appropriate hygiene practices, and incident response.

## 2020 SUMMER & FALL

All visitors to campus are asked to register at Campus & Public Safety when the college is not operational. When the college is operational and open to the public, all visitors are asked to make an appointment or inform the appropriate staff/faculty member of the desired visit to campus.

### Frequently Asked Questions

- I have plans to travel personally, do I need to register my trip with someone at W&J?
  - No, you will not need to register your personal travel plans with W&J. However, we encourage you to follow appropriate guidelines for your own health and safety during your travels.
- If I must travel for personal reasons, what does the college recommend?
  - Be mindful that traveling under Covid-19 conditions can increase risk of exposure to the coronavirus. If travel must occur, take proper precautions and follow appropriate [CDC recommendations](#).
- I'd like to travel on behalf of the college, what is the process to do so?
  - Determine if your travel is considered essential or non-essential based on the nature of the work. Communicate travel intentions with direct supervisors and appropriate leadership for review and approval. We encourage all W&J Community members to follow recommended travel guidelines according to [State of Pennsylvania](#), [U. S. Department of State](#) and the [CDC guidelines](#).
- Is it safe to travel internationally?
  - The [U. S. Department of State](#) recommends avoiding all international travel unless it is absolutely necessary to conduct business, tend to an emergency, or return to a residence.
- Is it safe to travel within the United States?
  - Be mindful that traveling under Covid-19 conditions can increase risk of exposure to the coronavirus. If travel must occur, take proper precautions and follow appropriate [CDC recommendations](#).
- Will the Pittsburgh Pipeline for students be operating?
  - For the Fall semester, the Pittsburgh Pipeline will be temporarily suspended until it appears safe to offer travel into the city and other locations. Please know we will offer limited trips to local shopping centers during the weekdays and specifically low exposure times.