

From: CSUSB COVID-19 < covid-19@csusb.edu >
Date: Thursday, April 29, 2021 at 8:51 AM
To: colleagues@groups.csusb.edu
Subject: CSUSB to Restart Limited Faculty and Staff Business Travel

Commencing on or after June 1, 2021, CSUSB will resume limited review and approvals of faculty and staff business travel that includes air flights and/or overnight hotel stays. Local essential travel that does not include overnight stays remains at the discretion of appropriate administrators.

CSUSB will closely follow guidance from the Centers for Disease Control and Prevention (CDC) on managing health and safety after return from business travel. CDC guidance on domestic travel can be found at the following [link](#) and guidance on international travel at the following [link](#).

From June 1 – July 6, faculty and staff returning from approved business travel will continue working from home, as the campus will not yet have started repopulation.

Starting July 6, faculty and staff returning from approved business travel that included air flights and/or overnight hotel stays, **and who are fully vaccinated**, may return immediately to in-person work on the campus. A person is considered fully vaccinated two weeks after receiving the one-dose Johnson & Johnson vaccine, or two weeks after receiving the second dose of either the Pfizer or Moderna vaccine. A completed COVID-19 Vaccination Record Card must be shown to Human Resources prior to commencing travel. Please contact Human Resources at 909/537-5138 to set up a Zoom session to show your COVID-19 Vaccination Record Card.

Faculty and staff returning for approved business travel that included air flights and/or overnight hotel stays, **and who are not vaccinated**, must strictly follow CDC guidance. You will not be permitted on the CSUSB campus during the period of required quarantine and must work virtually from home. CDC guidance states that 10 days of home quarantine is required after travel. However, this period of home quarantine can be reduced to 7 days if the traveler agrees to have a COVID-19 test (at no cost to them), conducts the test 3-5 days after returning from travel, and that test result is negative. Administrators, supervisors, and department chairs are reminded to carefully consider these quarantine requirements and any resulting impacts to in-person department operations when approving travel for unvaccinated faculty and staff.

For international business travel, faculty and staff will only be permitted to travel to countries with a COVID-19 Risk Assessment of Level 1 or Level 2 by the CDC. The CDC travel recommendations by destination can be found at the following [link](#). International travelers are also reminded of the additional approvals required for travel to high-hazard countries for personal safety concerns beyond those related to COVID-19. A list can be found at the [CSU Risk Management web site](#).

These CSUSB faculty and staff travel requirements are subject to revision based on changing health and safety guidance on the COVID-19 pandemic. Specific questions should be addressed to your immediate supervisor and/or college dean or divisional vice president. General questions about employee travel can be directed to Mona Sinha, Travel Program Coordinator at Accounts Payable. She can be emailed at Manorama.Sinha@csusb.edu or phone at 909/537-3158.

This message from COVID-19@CSUSB.EDU serves as the official notification to the university campus community.