

From: CSUSB COVID-19 < covid-19@csusb.edu >
Date: Monday, January 31, 2022 at 11:55 AM
To: colleagues@groups.csusb.edu
Subject: CSUSB Faculty and Staff Business Travel

CSUSB continues to limit 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.

All travelers who return from an approved business trip that includes air flights and/or overnight hotel stays are asked to test for COVID-19 3-5 days after their return.

International business travel for faculty and staff should be planned carefully. It is important to monitor entry requirements to their destination in advance. Administrators, supervisors, and department chairs are reminded to carefully consider quarantine requirements and any resulting impacts to in-person department operations when approving travel for unvaccinated faculty and staff. 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](#).

Faculty and staff travelling internationally should complete the Risk Management [travel survey](#) 30 days in advance of departure to ensure insurance coverage can be bound. More information about the [foreign travel insurance](#) process is also found on the Risk Management website.

For international business travel, faculty and staff are permitted to travel to countries with a COVID-19 Risk Assessment of Level 1 or Level 2 by the CDC. Travel to Level 3 Countries will only be permitted for those who are boosted. The CDC travel recommendations by destination can be found at the following [link](#).

Travelers should also understand the US re-entry [requirements](#) to ensure they can return.

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 may be reached by email, Manorama.Sinha@csusb.edu, or phone, x73158.

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