



Interim International Travel Policy

Employee Travel to countries with active COVID-19 Outbreaks
(Effective February 25, 2020, revised July 10, 2020)

The University of Louisville recognizes that its employees may possess valuable expertise that is needed to assist with the resolution of this crisis; however, no travel on behalf of UofL will be permitted for employees to areas with Level 3 Travel Health Warnings or Level 2 Travel Health Alerts or State Department Global Level 4 Health Advisory-Do Not Travel Alerts, without the approval of the appropriate Dean, or Vice Provost, or Vice President **and** Provost, as outlined in the existing [travel warning policy](#).

Current Status:

For all locations with CDC Level 3 Warning or State Department Global Level 4 Health Advisory- Do not Travel active COVID-19 outbreaks:

1. No employee shall travel on university business to a country for which any of the CDC Travel Health Warning or State Department Global Level 4 Health Advisory for COVID-19 has been issued, without the approval of the appropriate Dean, or Vice Provost, or Vice President **and** Provost, as outlined in the existing [travel warning policy](#).
2. Thus, all UofL sanctioned travel and U of L promoted study abroad programs (e.g. faculty led trips, ISLP) in countries with active COVID-19 outbreaks are suspended.
3. Until further notice, no in-person healthcare services nor direct clinical activities will be provided by UofL employees in countries with active COVID-19 outbreaks, without Provost's approval, as outlined in the existing [travel warning policy](#).
4. Any university employee traveling professionally, using external funds such as a vendor, contractor, professional organization, etc. must receive provost approval as outlined in the international travel and [travel warning policy](#) and procedures. This travel must be registered using the [Travel Reporting Form](#) on the main university coronavirus page at: www.louisville.edu/coronavirus
5. Personal travel to CDC Level 3 and State Department Level 4 locations is discouraged.
6. Employees who nevertheless elect to engage in personal travel to these locations must report personal travel through the same reporting [form](#) and will not be permitted to return to campus until they receive approval from Campus Health Services and their supervisor.
7. The monitoring and screening required for those traveling to these locations will be decided by the Executive Director of Campus Health Services in conjunction with appropriate public health and University officials.

8. Staff must use accrued vacation or sick leave, or personal leave, or leave without pay and faculty must use personal leave without pay during the quarantine period unless the supervisor/department chair or dean has approved telework at the time of the initial vacation/personal travel request.

7/15/20