

**DOMESTIC TRAVEL PHASE 2: Begins July 10, 2020 (end date TBD)**

Traveler Type	Examples of Permitted Travel (remote alternatives should be considered first; this is not an exhaustive list but is intended to offer guidance on what might be considered essential)	Pre-Travel Approval Process	Point of Approval	Minimum Health and Safety Measures	Pre-Travel Health Screening	Return to Campus/Regular Worksite Health Screening	
Faculty/Staff	maintaining critical functions, COVID-related research and work, essential research to fulfill grant obligations, timely or seasonal and critical research, Extension and Advancement work travel, teaching/essential work at MSU satellite locations, long-distance domestic commuters, essential small meetings/events with mitigation measures	<a href="#">Waiver</a> required for all domestic travel on a per-trip basis.  Note: Blanket waivers may be approved for recurring travel.	Major Administrative Unit	1. Travelers should assess their suitability for travel by reviewing <a href="#">public health guidance</a> , <a href="#">reviewing COVID-19 spread at destination</a> , and discussing travel plans with their primary care physician. 2. Traveler abides by all local restrictions at destination(s). 3. Travel should involve the fewest staff needed to complete the activity while assuring employee safety. 4. Air travel and public transportation is permitted if physical distancing is maintained. Travel by car preferred (private vehicle, rented/Motor Pool vehicle, taxi/rideshare permitted so long as physical distancing maintained). 5. Travel by car preferred when reasonable.	Traveler must complete health screening before they arrive at their work location and then each subsequent day of travel if applicable.  <a href="#">Health screening form can be completed online.</a>	<b>For those returning to a Michigan campus location from <u>within</u> Michigan:</b>  Traveler must complete health screening before return to campus or regular worksite. <a href="#">Health screening form can be completed online.</a>	
Graduate/Professional Students	essential research to fulfill grant obligations, timely or seasonal and critical research, travel necessary for degree completion/academic continuity, COVID-related research and work, teaching at MSU satellite locations, long-distance commuters, essential small meetings/events with mitigation measures, study away, research assistantship, excursions embedded in academic courses	<a href="#">Waiver</a> required for all domestic travel on a per-trip basis.  Note: Blanket waivers may be approved for recurring travel.	Major Administrative Unit	6. Maintain physical distancing during travel and at worksite(s). 7. Travel with food/water to avoid unnecessary stops. If necessary, obtain food from places that allow physical distancing (drive-through, take-away). 8. Traveler must participate in health screening before and after travel (see column to the right). 9. Carry hand sanitizer and disinfectant to sanitize hands and frequently touched surfaces/equipment. <a href="#">Note that TSA is permitting 12 oz bottles of hand sanitizer on flights.</a>		<b>For those returning to a Michigan campus location from <u>outside</u> of Michigan:</b>  <a href="#">Follow MSU screening protocol for incoming domestic travelers.</a>	
Undergraduate Students	study away, internships, research assistantship, excursions related to academic courses (all with strong mitigation measures)	<a href="#">Waiver</a> required for all domestic travel on a per-trip basis.  Note: No blanket waivers.	Major Administrative Unit	10. Wear a mask or cloth face covering in enclosed spaces or if near other people. This includes during a flight when a mask should only be removed to eat or drink. 11. Wear PPE is applicable to setting (e.g. health care worker). 12. Overnight lodging discouraged except when absolutely necessary, room-sharing not permitted		<a href="#">Health screening form can be completed online.</a>	<b>For those returning to location outside of Michigan:</b>  Follow local public health guidelines. At minimum, traveler must complete health screening before return to campus or regular worksite.
Student Group Travel	alternative break, community-engaged learning, Registered Student Organization travel (all with strong mitigation measures)	<a href="#">Waiver</a> required for all domestic travel on a per-trip basis.  Note: No blanket waivers.	Major Administrative Unit or Registered Student Organization Advisor	13. Traveler must follow all <a href="#">TSA</a> and airline health and safety requirements and may refuse to board a flight if they feel unsafe. 14. No one can be required to travel as part of their job duties or academic coursework. 15. Alternate assignments should be provided to any student who does not want to travel as part of an academic course. 16. Faculty/staff are responsible for enforcing health and safety measures when traveling with students.			At minimum, traveler must complete health screening before return to campus or regular worksite. <a href="#">Health screening form can be completed online.</a>

- Notes:**
1. Excludes personal travel. All travelers are expected to exercise good judgment and abide by campus policies and local (at destination) public health guidance.
  2. Units are responsible for evaluating budgetary implications when determining the essential nature of travel.
  3. Travelers with approved essential travel should be prepared to revert to previous phase(s) and restrictions if the public health situation worsens.