

Southwestern University
Travel Registry Policy
Guidelines for Faculty and Staff

The University places the highest priority on the health, safety and well-being of its faculty, staff and students, as well as visitors to campus and the wider community. It also emphasizes how important it is for every member of our campus community to constantly consider how their individual actions and behaviors might impact others. One part of the University's efforts to prevent the spread of exposure to the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" ("COVID-19"), is the continuation of the University's Travel Registry Policy.

This policy applies to all faculty and staff members and is effective immediately. It will remain in place until the University formally announces otherwise.

IMPORTANT: Under this Policy, the University requires that faculty and staff members who are already or will be regularly on campus during the fall, 2020 semester to restrict all non-essential travel for 14 days prior to the return of students to the campus on August 24, 2020, which would be August 10, 2020, or the faculty or staff member's return to campus if later than the student's return date. In addition, the University strongly encourages faculty and staff members to restrict their activities during this time frame as another way to minimize potential exposure to COVID-19 prior to returning to campus.

The University requires that all faculty and staff members complete and update their individual travel plans within the Travel Registry [Google Form for Staff](#) or the [Google Form for Faculty](#) with as much advance notice as possible. For purposes of the Travel Registry, travel that is for everyday activities, such as shopping for groceries or other essentials, within your local community does not need to be reported. Travel, whether for personal or business reasons, outside of the member's local community, county, or state, must be reported. Note: Faculty and staff who commute to campus from a different county are not required to report that travel.

The University will generally follow [the CDC guidelines for travel in the United States](#). If any faculty member, staff member, or campus visitor has traveled to a country that is subject to the [CDC's Level 3 or greater Travel Health Notice](#), they will be subject to a mandatory 14-day off-campus quarantine period and may be required to provide a note from their healthcare provider prior to their return to work and/or campus.

The University will follow state and local travel restrictions and encourages faculty and staff members who plan to travel to regularly refer to the most up-to-date information and travel guidance found on the applicable [state or local health department](#). Information from the trip's origination, along the route, and destination should be monitored prior to and during the trip. For quick reference, below are the links for health department COVID-19 sites for the State of Texas and major cities:

[Texas Department of State Health Services](#)

(Georgetown, Round Rock) [Williamson County and Cities Health District](#)

(Austin) [Travis County Health and Human Services](#)

(San Antonio) [Bexar County Emergency Services](#)

(Dallas) [Dallas County Health and Human Services](#)

(Fort Worth) [Tarrant County Public Health](#)

(Houston) [Harris County Public Health](#)

(Killeen/Temple) [Bell County Public Health District](#)

(Burent) [Burnet County Health Department](#)

Information that is submitted through the Travel Registry will only be viewed by the designated representative for student, faculty, and staff, respectively, and confidentiality will be maintained to the extent possible. The designated representative may contact the individual member for additional information, if needed.

The University anticipates that its faculty and staff will comply with this Policy to the best of their ability. Failure to comply, particularly when there has been a potential COVID-19 exposure to the faculty or staff member during the unreported travel(s) which then has potentially exposed others on campus, may result in appropriate disciplinary action in accordance with the Faculty and Staff Handbooks.

Note: Although not specifically required under this Policy, the University encourages faculty and staff members to follow these health and safety precautions for family/friends/others who travel to visit with them in their homes or other places.

Approved July 10, 2020