

Guidance for MSU Denver-funded travel through December

Trips remain heavily restricted as a result of the COVID-19 pandemic.

May 28, 2020

As the COVID-19 pandemic continues to disrupt our usual lives, Metropolitan State University of Denver provides the following guidance regarding University-funded travel. International and domestic travel has been a major source in the rapid spread of the virus. While the University recognizes that travel is



critical and necessary in the advancement of quality higher education, protecting the health and safety of each member of our community is of the utmost importance.

Until further notice, all University-funded or affiliated travel through the end of the calendar year is suspended. Faculty, staff or students who foresee a need to travel that warrants an exception to this policy should act well in advance of their anticipated travel to secure such an exception (proposed by the relevant Dean and granted by the Provost for academic travel; and proposed by the relevant Director or AVP and approved by the COO for non-academic travel). No non-refundable expenses such as lodging, rentals, etc., should be incurred until this process is underway, and only in consultation with the approving officials.

The instability of the medical situation globally also suggests that all travelers should purchase appropriate medical-evacuation insurance and comprehensive travel-cancellation insurance policies. For University-funded or -affiliated travel, these insurances will be required (and the costs reimbursed). Registration with the Department of State's Smart Traveler Enrollment Program for international travel is also strongly recommended (www.travel.state.gov).

Please also check the entry requirements for your destination as they may include mandatory quarantine for all inbound travelers. While traveling, adhere to World Health Organization guidelines regarding social distancing and healthy sanitary practices (<https://www.who.int/travel-advice>). In the event of any emergency while traveling abroad on University business, the campus can be contacted at 001-303-615-1399. Note: The number is

connected with the Office of the Dean of Students (Dave Haden). If the incoming calls are not answered live, callers are advised to leave messages. If traveling domestically, faculty members should call their department chairs; department chairs should call their deans; staff members should call their immediate supervisors; and students should call the dean of students.

Upon returning to Denver, please consult with the Auraria Health Center (303-615-9999) for any precautionary measures that must be taken prior to returning to campus. This is for the protection of everyone in the campus community. At this juncture, there is a state health order that requires those coming back from overseas to self-quarantine for 14 days prior to coming back to campus.

With regard to faculty-led study-abroad courses for winter break and the spring semester, please contact the Office of International Studies.

Note that this policy does not address personal travel. However, the precautionary measures mentioned here should be strongly considered by members of our University family if traveling abroad, and regardless of the purpose or funding of the travel, some measure of quarantine may be required upon return.