

Travel

Based on current situational factors, the following measures apply to District-related travel:

- **International Travel:** Employee and student travel to foreign countries will be in accordance with travel advisories issued by the U.S. State Department and Centers for Disease Control and Prevention: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.
 - Level 4 – Do NOT Travel
 - Level 3 – Reconsider Travel
 - Level 2 – Exercise Increased Caution
 - Level 1 – Exercise Normal Precautions
- A. The District’s Study Abroad program is suspended until such time as it is appropriate to resume, based on global situations.
- B. Employees and students returning from international travel (District-related or personal) should follow the guidance of the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.
- C. Effective March 10, 2020, all international travel (employee and student) must be approved by the Chancellor (or designee). Travel requests will only be considered for mission-critical District business.
- **Out-of-State Domestic Travel:** Non-essential travel should be postponed.
 - A. Effective March 10, 2020, all out-of-state travel (employee and student) must be approved by the College President (for campuses) or Chancellor (District Office) or designees. Travel requests will only be considered for mission-critical District business.
- **In-State Domestic Travel:** Non-essential travel should be postponed.

Employees who are unable to travel or wish not to travel, and who have secured travel expenses on their personal credit cards, will be reimbursed for those expenses. Reimbursements should be submitted to the location (campus/district) finance office.

Non-Essential Gatherings/Events/Meeting

There are scheduled gatherings, events and meetings across the District that include internal and external attendees. The San Mateo County Health Officer has advised and asked for adherence to the following: “*All non-essential gatherings should be canceled, postponed, or done remotely.*”

Effective March 10, 2020, and continued through April 5, 2020, all non-essential District gatherings, meetings and events are suspended. This would include any non-essential gathering, meeting or event that cannot be hosted employing the social distancing guidance from public health officials.

College sports practices and games will continue as scheduled. However, practices and games will be closed to spectators as nonessential gatherings. Games will be closed to spectators through May 30, 2020.

Monitoring and Adjustments

The District COVID-19 Task Force will continue to monitor the issue and refine operational protocols as necessary. As such, timeframes referenced above are subject to change.