

Fairleigh Dickinson University Travel Policy During COVID-19

Effective June 11, 2021

This policy applies to all Fairleigh Dickinson University community members regardless of whether or not they have received the COVID-19 vaccine. All travelers should follow [CDC guidance and protocols for domestic and international travel](#).

Domestic Travel

The suspension of University-sponsored faculty, staff and student domestic travel will be lifted effective June 11, 2021. All usual departmental approvals, budget, and procurement policies and procedures must be adhered to. New Jersey State Guidance must be followed along with guidance of the destination state. Travel to U.S. states and territories where COVID-19 cases are high or increasing should be avoided. In addition to monitoring guidelines and protocols for the State of New Jersey, the destination state, and the CDC website, faculty, staff and students can access the latest domestic COVID-19 trends and cases by Region/State on [Johns Hopkins University's Coronavirus Resource Center website](#) to avoid areas where outbreaks are severe.

International Travel

All University study abroad programs and student international travel during the summer 2021 term (May through August, 2021) is suspended through August 27, 2021. Unless pandemic conditions change, travel to Wroxton College for the Fall, 2021 semester will be permitted. The University will continue to monitor the current state of country conditions related to the COVID-19 pandemic, vaccination rates, and healthcare system capacity and will update this policy regarding other Study Abroad and individual student study abroad programs as decisions are made. As is routine, Student Study Abroad experiences must be reviewed and approved in accordance with established Office of Study Abroad Authorization policies and by the Office of Study Abroad and Risk Management.

With regard to University-sponsored business travel, the University needs to know what FDU-related travel plans faculty and staff are considering so that country-specific risks can be evaluated and to ensure that we can provide adequate support to individuals in-country in the event of an emergency. Therefore, faculty and staff requests for international travel require registration with the Office of Risk Management, followed by approval from Dr. Gillian Small, University Provost (academic departments) and Dr. Hania Ferrara, Senior Vice President for Finance & Administration (other employees). University-sponsored business travel requests for all faculty and staff should be sent to Gail Lemaire, University Risk Manager (lemaire@fdu.edu) with the following information:

- First and Last Name
- Email Address
- FDU ID #
- Home Campus/College/Department
- Supervisor's Name

- Best phone number to contact you
- FDU Status (faculty or staff, full- or part-time)
- List of country/countries and city/cities you plan to visit and the corresponding travel dates
- Business Purpose

All requests must include written approval from the respective dean or vice president. In addition, all requests must be submitted prior to booking travel and at least 10 days prior to the commencement of travel to allow for adequate time for review. Please note that without an approval, any faculty or staff international travel will be considered personal and not reimbursable by the University.

The safety and security of FDU community members is our highest priority, and we must carefully review options and locations for the resumption of travel abroad. The Office of Study Abroad, Risk Management and our travel abroad response and security partners use a wide variety of resources to complete assessments of programming including [U.S. State Department Country Level Risk](#), [CDC COVID-19 Medical Risk Ratings](#), and Response and Contingency Planning. These assessments may mean that travel to some countries and some activities may start sooner than others.

Personal Travel

Faculty, staff and students are encouraged to consult applicable local, state and country travel advice/restrictions before making any personal travel plans. Regarding personal international travel, caution is advised, as local conditions can quickly change causing disruptions and delays. Attention should be given to destination country restrictions as well as requirements upon return to the US. Those that plan to travel abroad for personal reasons are not permitted to conduct University business during this time and travel expenses will not be reimbursable.

Requirements

Travel to destinations and/or events where travelers cannot adhere to CDC guidelines for social distancing, masking, health and hygiene should be postponed.

Travelers must adhere to CDC guidance regarding travel:

- [Domestic Travel Guidance](#)
- [International Travel Guidance](#)

Faculty, staff or students who become ill while traveling should consult their health care providers and avoid contact with other persons, whether or not the illness is suspected to be related to the coronavirus. If you become ill or come in contact with persons known to have the coronavirus, please notify the University. Students should inform the appropriate FDU health services office immediately as follows:

- Metropolitan Campus Department of Student Health Services – 201-692-2437. After hours, call Metropolitan Campus Public Safety – 201-692-2222.

- Florham Campus Department of Student Health Services – 973-443-8535. After hours, call Florham Public Safety – 973-443-8888.
- Vancouver Campus: Call your health-care provider or the provincial health line 8-1-1 to discuss any need for testing and follow up. FDU Vancouver student services can be reached at 604-682-8112.
- Wroxton College: The Wroxton College Reception Office, which is staffed 24/7, will coordinate with local medical services and can be reached at 011-44-1295-730551.

Faculty and staff should seek medical assistance through their primary-care physicians, and inform Rose D’Ambrosio in the Office of Human Resources at 201-692-2706 or dambrosi@fdu.edu.