



# CONSIDERATIONS FOR DOMESTIC TRAVEL DURING COVID-19

Travel during a pandemic will require **careful preparation and flexibility** to adjust plans as conditions may change prior to and during the experience. The purpose of this document is to outline topics that individuals should consider as they prepare for university-related domestic travel. Travelers are encouraged to review this document and the resources provided on the Engaged Michigan [website](#). For international travel guidelines, please visit [Global Michigan](#).

Sections in this document include:

- PART 1: Domestic Travel Best Practices
- PART 2: Travel Planning Frequently Asked Questions (FAQs)

## PART 1: DOMESTIC TRAVEL BEST PRACTICES

Decision-making regarding travel and spending returned to the unit level on July 1, 2021. In general, faculty, staff, and students should follow the school/college and unit-specific domestic travel approval steps and guidelines, if any.

Additionally, all domestic travelers are strongly encouraged to:

1. [Register their travel](#) with the University.
2. Take the precaution and test for COVID-19 before and after travel, even if it is not mandated by the travel destination. Free COVID-19 testing is available through the [Community Sampling and Tracking Program \(CTSP\)](#) on campus.
3. Follow public health prevention strategies to reduce the spread of COVID-19, including getting vaccinated or boosted, wearing a mask, practicing social distancing, washing hands frequently, and avoiding travel if ill.
4. Review travel restrictions, entry requirements, and public health guidelines for their destination.
5. Remain flexible and identify plans for unexpected costs incurred due to travel disruptions since travelers may need to self-isolate if they test positive for COVID-19, flights may be altered or canceled, and events and other forms of in-person gatherings may also be canceled depending on the situation at the destination.

For university-related domestic travel questions, please contact us at [engagedmichigan@umich.edu](mailto:engagedmichigan@umich.edu)



## PART 2: TRAVEL PLANNING FAQs

### CAN U-M FACULTY AND STAFF USE UNIVERSITY FUNDS FOR DOMESTIC TRAVEL?

Yes. The suspension of non-essential travel has been revoked, effective July 1st, 2021.

### DO STUDENTS, FACULTY, OR STAFF HAVE TO REGISTER THEIR DOMESTIC TRAVEL?

While not required, we strongly encourage faculty, staff, and students to register their travel.

Recording travel and contact information can help units inform and structure their plans. The travel registry is the University's official means for sharing urgent health, safety, and security information.

### WHO MAKES DECISIONS ABOUT UNIVERSITY-RELATED DOMESTIC TRAVEL PLANS?

Decisions regarding domestic travel experiences are made at the individual school, college, or unit level. Please follow your department's travel approval steps, if any.

### CAN UNITS REQUIRE STUDENTS TO OBTAIN A NEGATIVE COVID TEST RESULT BEFORE DEPARTURE?

Yes. Units can require testing if they wish and may want to utilize the campus Community Sampling and Tracking Program (CSTP) testing sites or encourage students to use at-home testing kits.

### I'M PLANNING A PROGRAM IN WHICH NON-U-M STUDENTS TRAVEL TO CAMPUS; DO VISITORS NEED TO FOLLOW CAMPUS COVID-19 PROTOCOLS?

Yes. All visitors to campus are expected to follow COVID-19 requirements, including wearing a face covering and daily ResponsiBLUE screening, as outlined in the campus maize and blueprint.

### WHO COVERS COSTS INCURRED DUE TO EMERGENCIES OR TRAVEL DISRUPTIONS AS A RESULT OF COVID-RELATED ILLNESS OR SELF-ISOLATION?

Faculty, staff, and students willing to travel during COVID-19 must ensure that they are able to cover unexpected costs. Examples may include:

- Changes to flight plans in the event that COVID-19 causes an event or flight to be canceled.
- Living costs, such as accommodations to self-isolate, meals, and change flight fees associated with being at the travel destination longer than intended because the traveler tested positive for COVID-19 before returning to Michigan.
- COVID-19 related costs, including quarantine costs, COVID-19 testing not covered by the traveler's insurance, etc.



## PART 2: TRAVEL PLANNING FAQs (continued)

### ARE THERE SAFETY GUIDELINES FOR USING FLEET SERVICES VEHICLES FOR UNIVERSITY-RELATED TRAVEL?

Yes, please review Logistics, Transportation, and Parking's COVID-19 [vehicle use protocols](#).

### WHAT HAPPENS IF A STUDENT TESTS POSITIVE FOR COVID-19 WHILE AWAY?

Units managing off-campus sites are strongly encouraged to have plans in place that follow public health guidelines if a student tests positive for COVID-19. For example, consider outlining protocols for handling housing arrangements, transportation, academic continuity, meal arrangements, designating a U-M staff person who will remain at the travel destination with students, etc.

If a student tests positive for COVID-19 while away, consider the following next steps:

- Contact the individual responsible for organizing housing for the travel experience (i.e. the local contact or the U-M unit sponsoring the experience) as they may be able to provide an overview of local public health guidelines and next steps, which may include:
  - Having the student contact their healthcare provider.
  - Isolating for at least 5 days from the test date as long as the individual remains asymptomatic or symptoms are resolving.
  - Wearing a tight-fitting mask when around others for 5 days following the isolation period to minimize the risk of infecting others.
  - Continuing to isolate for 10 days if symptoms are not improving.
- Work with on-site contacts to discuss plans for isolation/quarantine, meals, and arrangements to receive daily necessities. Please note that medical insurance does not cover the cost of quarantine, food, or daily necessities.
- If necessary, students may need to adjust their travel plans and make arrangements for returning to campus safely.
- Report positive test results to local public health officials.
- Review and adhere to any state/local guidelines for the travel destination.
- Depending on the situation, students may need to make arrangements for classes, work, or other in-person obligations that they might miss back on campus.
- Students should keep in contact with their loved ones so they are up-to-date on their well-being.
- Contact U-M through non-emergency or emergency channels depending on the situation. Details can be found on the “Emergency Response” tab on the [Engaged Michigan website](#).
  - Isolation can be an understandably difficult experience. For emotional well-being support, there are U-M resources available:
    - [CAPS Crisis Services](#)



## PART 2: TRAVEL PLANNING FAQs (continued)

### WHAT HAPPENS IF A STUDENT HAS BEEN IN CLOSE CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19 WHILE AWAY?

Units managing off-campus sites are strongly encouraged to have plans in place that follow public health guidelines if a student is exposed to COVID-19. The CDC now recommends the following if you're exposed to someone who has COVID-19:

- Individuals who have received their booster shot or are within six months of a two-dose series or two months of a one-dose vaccine do NOT need to quarantine after contact with someone who had COVID-19 but should wear a mask when around others for 10 days following the exposure. If symptoms develop, individuals should isolate and seek testing immediately.
- For individuals who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days.
- Individuals should self-monitor for fever by checking temperature at least twice a day. Contact your health care provider if you develop a fever or other COVID-19 symptoms.
- For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure.

### ARE THERE RESOURCES AVAILABLE TO COVER UNEXPECTED MEDICAL COSTS OR EMERGENCIES?

Yes. The University offers [several types of assistance](#) to students in case of emergencies. Please note that emergency funding may impact previously awarded aid, so it is important to coordinate with the [Office of Financial Aid](#). Additionally, the [University Health Service](#) provides a list of resources for financial need and medical assistance.

### CAN I CREATE A PARTICIPATION AGREEMENT FORM FOR STUDENTS TO COMPLETE PRIOR TO DEPARTURE?

Yes. Units may wish to implement participation agreement forms for students to complete before departure. Units may choose to use the "Participation Agreement for University Related Travel Experience" offered by Global Michigan—this form is accessible in two ways:

1. By adding your program's application(s) to M-Compass, the University of Michigan's gateway for global and engaged learning opportunities. To learn more about the benefits of having a program housed within M-Compass, contact the [Global Engagement Team](#) by emailing [global.engagement@umich.edu](mailto:global.engagement@umich.edu).
2. By using the Global Michigan form to register [group travel](#).

Should units choose to create their own form, the Office of the General Counsel offers consultation.