**College of the Liberal Arts**

**Application Process for On- and Off-Campus Meetings, On-Campus Visits by Visitors and Visiting Scholars, and University-Affiliated Domestic and International Travel by College Employees**

1. **University Sponsored On- and Off-Campus Meetings**

Effective June 28, 2021, and until further notice, requests for on- and off-campus meetings and gatherings must be approved by the person who had approval authority prior to the pandemic.

The following guidelines for consideration are offered to those planning events and gatherings, and facility coordinators:

1. **Communication** – units must share information about what participants can expect at events/gatherings.
2. **Mask expectations for unvaccinated attendees** – communication should clearly state that unvaccinated attendees, per Penn State policy must wear masks when attending indoor events. This language should be clearly communicated and posted at events/gatherings.
3. **Cleaning** – identify cleaning protocols and if there are any high touchpoint locations or other areas where germs can spread easily and make sure that they are cleaned regularly.
4. [**Acknowledgment of risk signs**](https://www.dept.psu.edu/ur/newsdocuments/6_28_21_COVID_Signage_Acknowledgment.docx) – signs should be placed at all venues indicating that those in attendance understand that the virus is still present in our communities and that they assume the risk of contracting the virus by attending the event.
5. [**Acknowledgment of risk form**](https://www.dept.psu.edu/ur/newsdocuments/6_28_21_COVID_Acknowledgment.docx)—the form is no longer required to be completed by participants; however there may be activities (i.e. youth camps/clinics) that a signature is necessary (i.e. a signature is required for those under 18).
6. **Reducing contact** –planners should still reduce the risk of contact by the use of digital tickets and cashless concessions, digital programs or handouts.
7. **RSVPs**—planners should still maintain a list of attendees and their contact information whenever possible.

For more information, please see the ‘Meetings and Events Guidance’ document on the University’s website at https://virusinfo.psu.edu/campus-visitors-meetings-and-events-and-tours/#meetingseventsgatherings

This event and gatherings guidance emphasizes that organizers must follow existing COVID-19 safety procedures as outlined by the [Pennsylvania Department of Health](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx), the [University’s COVID-19 website](https://virusinfo.psu.edu/) and [Penn State’s Return to Work website](https://sites.psu.edu/returntowork/).

1. **Visitors to University Park Campus (including Job Candidates)**

Effective June 28 and until further notice, units hosting individual visitors must share information with visitors about COVID-19 guidelines, including mask expectations for unvaccinated individuals. Acknowledgement of risk information should be shared with all visitors to communicate policies and expectations. Signatures are only required on Acknowledgement of Risk forms for visitors under the age of 18.

For more information, please visit the University website at

https://virusinfo.psu.edu/campus-visitors-meetings-and-events-and-tours/#meetingseventsgatherings

1. **Domestic Travel**

This guidance is effective as of July 1, 2021. Recognizing that travel imposes additional risks relative to the spread of COVID-19, Penn State has developed the following guidance for University-affiliated domestic travel for employees. Student domestic travel guidance is available [here](https://www.vpfa.psu.edu/files/2020/08/Student-Domestic-Travel-Guidance_08.14.20.pdf).

Beginning July 1, 2021, employee domestic travel may resume without unit executive approvals. Pre-COVID travel approval processes, which may differ by unit, should be followed. Employees are asked to limit travel where possible and consider virtual options that might replace or reduce the need to travel.

Penn State strongly encourages employees to be [fully vaccinated](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) prior to engaging in University-affiliated domestic travel.

Employees engaging in University-affiliated domestic travel should:

1. Carefully review the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html) and [Pennsylvania Department of Health](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx) guidance for domestic travel.
2. Research the [restrictions imposed in the area(s) to which they are traveling](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html) and ensure that they can comply with the restrictions.
3. Follow all COVID recommendations and requirements of the destination.
4. Arrange any necessary air travel through Anthony Travel, Penn State’s preferred travel agency, when possible.
5. Upon returning home, the CDC recommends that unvaccinated travelers get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for 7 days after travel.
6. **International Travel**

Effective December 2, 2021, revisions were made to the COVID-19 testing requirements for international air travel to the United States. Beginning as early as December 6, 2021  all in-bound international passengers, regardless of nationality of vaccination status, must have a negative COVID-19 test result within 24 hours of their departure for the U.S.  Additionally, mask requirements on all domestic flights and public transportation has been extended through March 18, 2022.

Travelers, whether traveling for University purposes or personal reasons, should prepare for the possibility of disrupted travel plans. Impacts could include an expansion of travel restrictions to more areas or a tightening of existing restrictions, testing or vaccination requirements, mandatory quarantines and other measures, along with potential challenges for returning to the U.S. in the coming weeks.   Employees and students planning University-affiliated international travel must follow the University’s international travel guidance and request travel via the [Travel Safety Network](https://tsn.psu.edu/login?returnUrl=) at least 30 days in advance.

Additional information may be found in [Penn State Today](https://www.psu.edu/news/administration/story/university-advises-community-travel-safely-amid-new-travel-restrictions/).

Recognizing that travel imposes additional risks relative to the spread of COVID-19, Penn State has developed the following guidance for international travel. Policy TR01, International Travel Requirements, applies to all international travel.

**COVID-19 Vaccination Requirement for University-Funded Travel**

All employees requesting University-affiliated international travel that involves University funding **must** be fully vaccinated against COVID-19 by the date of departure. Please note the following:

* Travel funded by non-university funds (e.g., federal/state grants) is excluded from this requirement.
* Unit executives may choose to exempt from the vaccination requirement those employees for whom the requested travel is part of their regular job responsibilities.

**Guidance**

Employees wishing to travel internationally must register their university-affiliated travel with the Travel Safety Network at least 30 days in advance or as soon as possible once travel is planned. In addition, unit-level pre-COVID travel approval processes should be followed. All employees wishing to travel should first review the list of restricted countries, which includes countries restricted for security and regulatory reasons and also countries with a CDC Level 4 COVID-19 Travel Health Notice. This list will be reviewed periodically and is subject to change. Additional forms, review and approval are required for travel to restricted countries. Employees must receive approval for travel to restricted countries prior to purchasing airline tickets, hotel accommodations, etc. Arrange any necessary air travel through Anthony Travel, Penn State’s preferred travel agency, unless it is not possible to do so. The Global Safety Office (TSN@psu.edu) will continue to assist university-affiliated international travelers and be a resource for any questions about health and safety at your destination(s).

Travelers must:

* practice physical distancing and hygiene recommendations before and during travel.
* obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling.
* follow all COVID-19 guidelines and requirements of the destination.
* monitor their health and follow COVID-19 health and safety precautions upon returning home.

The CDC recommends that vaccinated travelers get tested with a viral test 3-5 days after travel and self-monitor for COVID-19 symptoms. Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.

If an individual who is not vaccinated is making a request to travel internationally for sponsored research purposes, they must obtain permission to travel from the Office of the Vice Provost for Faculty Affairs by sending a request to Nicola Kiver at nmk17@psu.edu. Unvaccinated employees who receive permission to travel must sign an acknowledgement of risk. Unvaccinated international travelers should get tested with a viral test 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel.

\*Employees who are not vaccinated because of a medical condition, documented disability or religious belief may request an exemption by contacting the Affirmative Action Office at aao@psu.edu.

Graduate Student Process:

Effective December 2, 2021, revisions were made to the COVID-19 testing requirements for international air travel to the United States. Beginning as early as December 6, 2021  all in-bound international passengers, regardless of nationality of vaccination status, must have a negative COVID-19 test result within 24 hours of their departure for the U.S.  Additionally, mask requirements on all domestic flights and public transportation has been extended through March 18, 2022.

Travelers, whether traveling for University purposes or personal reasons, should prepare for the possibility of disrupted travel plans. Impacts could include an expansion of travel restrictions to more areas or a tightening of existing restrictions, testing or vaccination requirements, mandatory quarantines and other measures, along with potential challenges for returning to the U.S. in the coming weeks.   Employees and students planning University-affiliated international travel must follow the University’s international travel guidance and request travel via the [Travel Safety Network](https://tsn.psu.edu/login?returnUrl=) at least 30 days in advance.

Additional information may be found in [Penn State Today](https://www.psu.edu/news/administration/story/university-advises-community-travel-safely-amid-new-travel-restrictions/).

Recognizing that travel imposes additional risks relative to the spread of COVID-19, Penn State has developed the following guidance for international travel by students. Policy TR01, International Travel Requirements, applies to all international travel.

**COVID-19 Vaccination Requirement for University-Affiliated Travel**

For all travel that begins on August 1, 2021 or later, all students conducting university-affiliated international travel, regardless of the funding source, must be fully vaccinated against COVID-19 by the date of departure. People are considered fully vaccinated two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. Please note the following:

* + Some students may not be vaccinated due to exemptions for medical, disability, or religious reasons. In these cases, the student should contact the following offices to request documented affirmation of their exemption:

o Medical condition: University Health Services at uhs-insurance@psu.edu

o Documented disability: Student Disability Resources Office at edaccessibility@psu.edu

o Religious belief: Affirmative Action Office at aao@psu.edu

* + Students who are not vaccinated and do not have a documented exemption must submit unit executive approval that travel is essential, by sending a request to Nicola Kiver (nmk17@psu.edu).
  + Students are reminded that exemptions approved by Penn State offices hold no influence with foreign governments. Any student who is not vaccinated, for whatever reason, may be denied entry into a country and/or access to travel means to or from that location.
  + Students whose approval for travel was granted prior to August 1 are exempt from this requirement, but strongly recommended to be fully vaccinated.

**Guidance**

Effective August 16, 2021 for all university-affiliated international travel with departure dates of September 16, 2021 or later, all students traveling on University Affiliated International Travel must record the trip with the Travel Safety Network (TSN) prior to travel, if their travel is not part of a University-affiliated group trip which has already been recorded. Students and employees traveling internationally on an Education Abroad program will have their travel recorded by Education Abroad and do not need to complete a TSN record for these programs. Students wishing to travel internationally must register their university-affiliated travel with the Travel Safety Network at least 30 days in advance or as soon as possible once travel is planned. All students wishing to travel should first review the list of restricted countries, which includes countries restricted for security and regulatory reasons and also countries with high COVID-19 risks. This list will be reviewed periodically and is subject to change. Additional forms, review and approval is required for student travel to restricted countries. Students must receive approval for travel to restricted countries prior to purchasing airline tickets, hotel accommodations, etc. The Global Safety Office (TSN@psu.edu) will continue to assist university-affiliated international travelers and be a resource for any questions about health and safety at your destination(s).

Travelers must:

* practice physical distancing and hygiene recommendations before and during travel.
* obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling.
* follow all COVID-19 guidelines and requirements of the destination.
* monitor their health and follow COVID-19 health and safety precautions upon returning home. The CDC recommends that vaccinated travelers get tested with a viral test 3-5 days after travel and self-monitor for COVID-19 symptoms. Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.

Arrange any necessary air travel through Anthony Travel, Penn State’s preferred travel agency, unless it is not possible to do so. One of the benefits of using Anthony Travel is that the traveler has 24-hour access to an agent should they experience a flight delay, cancellation, or other travel disruption, which is particularly useful during COVID times.

Below is further information about booking through Anthony Travel:

* Travel arrangements can be booked through Concur or directly through Anthony Travel outside of Concur. Because Penn State does not have student profiles in Concur, if a unit wants the student to book via Concur, an employee would need to make the reservation for the student as a guest traveler (https://travel.psu.edu/ and click on the “Travel OnLion” tab).
* Travel may be booked by Purchasing Card or personal credit card. An employee in the unit in which the student is making the travel request may use a Purchasing Card to purchase travel for the student or the student may use a personal credit card and be reimbursed by the unit.