**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**

All University-sponsored international travel involving students, faculty and staff is suspended until further notice. Employees must seek permission for University-affiliated international travel from Executive Vice President and Provost Nicholas P. Jones via Dean Lang and your department head or program director. If your department head or program director supports the request, they will submit it for approval to Dean Lang **by sending a brief email to Nicola Kiver, Director of Administrative Operations, at nmk17@psu.edu.** Nicola will forward the request to Dean Lang who will screen and submit it to Provost Jones. Nicola will coordinate the submission process and respond back to you by email in due course. (An exact time frame cannot be provided – you are advised to submit requests as soon as possible, as the University-level review requires a minimum 30-day lead time for all requests.)

For all domestic and international travel that begins on June 1, 2021, or later, all employees requesting University-affiliated travel that involves University funding **must** be [**fully vaccinated**](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) against COVID-19 by the date of departure. Please review this University policy [HERE](https://virusinfo.psu.edu/travel-guidelines/).

Faculty Process:

Please address the following points in your email:

1. Where are you planning to travel (the country as well as the cities within that country);
2. Why the interaction cannot take place virtually;
3. Why the travel is mission critical;
4. If you are visiting another institution, please attach documentation proving that the institution is open and accepting visitors;
5. Dates of the proposed visit;
6. Review health and safety information for the country or countries you plan to visit, taking into account the impact of the COVID-19 pandemic:
7. Please describe the prevalent risks currently present in the country or countries where you are proposing to travel. Please refer to the [U.S. Department of State Travel Advisory](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) for the country you are traveling to as well as [United Healthcare Global WorldWatch](https://global.psu.edu/article/worldwatch) report to research current risks associated with your travel.
8. For the risks you have identified, please explain how you would prepare for and mitigate those risks and respond to possible emergencies.
9. Please indicate any previous travel experience and/or language skills that may be relevant to the country in which you plan to travel.
10. Please [research the restrictions imposed in the area(s) to which you are traveling](https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html) and provide a statement in your email confirming that you can comply with the restrictions.
11. Provide a statement in your email confirming that you have reviewed the [PA Department of Health travel guidance](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.health.pa.gov%2Ftopics%2Fdisease%2Fcoronavirus%2FPages%2FTravelers.aspx&data=04%7C01%7Cseg120%40psu.edu%7C39f83c9be9524eba2ed608d905960f71%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C637546964335748279%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=32POYkNKG3LHXluw0jyeHlx8BLko%2Blr5rDu5CZQU%2Fek%3D&reserved=0) as well as the [Penn State COVID-19 site](https://virusinfo.psu.edu/).

Graduate Student Process:

All graduate students who are requesting approval for international travel are required to complete a COVID-19 Student Travel Safety Plan and the Graduate COVID International Travel Exception Form, both of which can be found here: <https://www.vpfa.psu.edu/back-to-state-spring-2021-resources/> Completed documents should be submitted to the department head or program director; if the department head or program director supports the request, they will submit it to Dean Lang as listed above.

Complete information about the Student Travel Exception process can be found here:

<https://www.vpfa.psu.edu/files/2021/01/Student-Travel-Exception-Pathway-FAQs_1.23.21.pdf>

Graduate students wishing to travel internationally must receive approval prior to purchasing airline tickets, hotel accommodations, etc. Once approved, all international travel must be registered with the Travel Safety Network at <https://global.psu.edu/article/travel-safety-network-tsn>. All travel arrangements MUST be made through Penn State’s travel provider, Anthony Travel at <https://www.anthonytravel.com/penn-state/>. (Flights only; not lodging or car rentals.)

For more information, please visit the University’s FAQs at

<https://virusinfo.psu.edu/faq/story/can-i-travel-internationally>