

Southeast Community College is actively monitoring updates and recommendations from the Centers for Disease Control and Prevention, as well as local and state health authorities, concerning the outbreak of Coronavirus (COVID-19). The health and safety of the College community is of high importance, and SCC plays an important role in slowing the spread of the virus.

Following is information related to SCC employee travel:

- As COVID-19 remains a rapidly changing situation, please consider if you are comfortable traveling to a region that may be experiencing an outbreak of the virus, and consider the cost to the College should you choose to cancel your travel.
- If you choose to cancel your College-related travel, immediately communicate this change with your supervisor and inform Lisa St. Louis or Stacey Barnard-Dorn to ensure all costs can be recuperated to the greatest extent possible.
- Please consider the health risk and logistical challenges that may be encountered, including that regulatory agencies may require self-isolation for 14 days after traveling to or through an affected area. Customs agents are reporting international travelers arriving from affected countries to state departments of health for this purpose.

Domestic Travel

Exercise caution and check for the latest information available for your specific destination. While the CDC does not recommend canceling or postponing travel to destinations with Level 1 travel notices (this currently includes domestic travel in the U.S.) because the risk of transmission is considered low, some areas are reporting increasing levels of local transmission. The CDC site for states reporting cases of COVID-19 to CDC can be found at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

EFFECTIVE IMMEDIATELY:

- Employees who have been pre-approved for College-related travel, and if travel reservations have been made and confirmed, are required to review their travel plans with their supervisor.
- All new College-related travel requests, regardless of destination, must be approved by one of the following administrators:
 - Faculty and Instructional Staff: Dennis Headrick and/or Bruce Exstrom
 - Student Organizations and Clubs: Bev Cummins
 - Staff: Amy Jorgens
 - Athletic Staff: Bob Morgan
- A completed P-17 Professional Leave Form also must be approved.
- As per College Policy, all SCC travel arrangements should be made through the Purchasing Department travel contact. Please contact Lisa St. Louis or Stacey Barnard-Dorn to assist with travel reservations.

College-Related International Travel

All College-affiliated international travel will be allowed to countries with a CDC Coronavirus risk level of 1. More information can be found at <https://wwwnc.cdc.gov/travel/notices>.

Personal International Travel

Also, in alignment with our requirements and recommendations for College-related travel, SCC strongly discourages personal international travel, especially to countries with a CDC risk level for coronavirus of 2 or higher.

- Any international travel, or travel to any CDC Level 2 warning area within the United States, must be reported to the Human Resources Office before returning to work.
- To ensure the health and safety of SCC students and employees, all such travelers will be subject to appropriate screening and health monitoring prior to returning to work.

The College's Incident Command Structure will continue to evaluate travel recommendations and expectations as conditions regarding the COVID-19 evolve.