

*Scope: These guidelines pertain to Gannon Colleagues and protocols around traveling for work or personal reasons, and for registering the travel to ensure proper instruction if quarantine and/or COVID testing is required before working on campus and/or being in the proximity of others. This quarantine and testing are regardless of whether you previously tested positive and recovered. These guidelines replace the travel guidelines communicated on May 7, 2020 and are subject to change as needed.*

### Work-Related Travel

- All work-related travel must be approved by the relevant vice president or designee.
- Travelers must register travel plans IN ADVANCE via the Travel Registration form ([link here](#)) if you are traveling internationally (other than Canada), will be on a cruise, or are traveling by air.
- Furthermore, travelers must register travel plans if traveling to locations from which the federal, state or local governments require quarantine upon return.
- See 'Returning from Travel' below

### Personal Travel

- Travelers must register travel plans IN ADVANCE via the Travel Registration form ([link here](#)) if you are traveling internationally (other than Canada), will be on a cruise, or are traveling by air.
- Furthermore, travelers must register travel plans if traveling to locations from which the federal, state or local governments require quarantine upon return.
- If personal travel requires quarantine after the travel, supervisor approval will be required for time off or remote work during the quarantine.
- See 'Returning from Travel' below

### Returning from Travel

- International travel (other than to Canada), travel via cruise and/or air, and travel to a location from which federal, state or local governments require quarantine

must be registered IN ADVANCE. Upon registration, the traveler will be advised if a quarantine and/or COVID test is required upon your return.

- COVID testing will be done at the Gannon Health Center or other designated location and will be initiated by the traveler.
- The Gannon Health Center will authorize the traveler's ability to return to work on campus and/or work in proximity of others. This will be communicated to the traveler and the supervisor. Supervisors are expected to enforce this requirement.

### Traveling back to Erie/Ruskin (those currently out of town)

- We understand that some colleagues may be out of town during the time these guidelines are communicated.
- Before being able to return to work on campus and/or work in proximity of others, quarantine and/or a COVID test may be required.
- Travelers must register travel plans via the Travel Registration form ([link here](#)) if you are traveling internationally (other than Canada), will be on a cruise, or are traveling by air.
- Furthermore, travelers must register travel plans if traveling back from locations from which the federal, state or local governments require quarantine upon return.
- Upon registration, you will be advised if a quarantine and/or COVID test is required upon your return and before being able to work on campus and/or work in proximity with others.
- COVID testing will be done at the Gannon Health Center or other designated location and will be initiated by the traveler.
- The Gannon Health Center will authorize the traveler's ability to return to work on campus and/or work in proximity of others. This will be communicated to the traveler and the supervisor. Supervisors are expected to enforce this requirement.

### General Testing Protocol

Testing will be done on **Day 3** of a 5-day quarantine. (If a negative test and no symptoms on Day 5, can return to work on Day 6.)

The Gannon Health Center will manage the scheduling of the test and specific instruction to the employee/traveler as well as approving their return to work on campus/work with others.

- Colleagues will be given the option to do a 14-day quarantine if they don't want to be tested.
- Criteria for who needs to be tested is based on whether that travel involves:
  - An airline.
  - A cruise ship.
  - International travel other than to Canada.
  - Travel from states identified by PA as requiring a 14-day quarantine.

*See also: Guidelines regarding Quarantine/Isolation Pay*