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 July 20, 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, will be on a cruise, or are traveling by air.
- Furthermore, employees must register travel plans IN ADVANCE if traveling to locations from which the federal, state or local governments of PA and FL 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, will be on a cruise, or are traveling by air.
- Furthermore, employees must register travel plans IN ADVANCE if traveling to locations from which the federal, state or local governments of PA and FL 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, travel via cruise and/or air, and travel to a location from which federal, state or local governments of PA and FL require quarantine must be registered IN ADVANCE via the Travel Registration form (link here).
- After completing travel registration, the employee will be advised if a quarantine and/or COVID test is required upon your return.
- If COVID testing is required, it will be completed at the Gannon Health Center or other designated location and will be initiated by the traveler. An appointment can be made via email at testappt@gannon.edu.
- The Gannon Health Center will authorize the traveler’s ability to return to work on campus and/or work in proximity of others. Supervisors are expected to enforce this requirement.

General Testing Protocol

Testing will be done on Day 5 of a 7-day quarantine. If the traveler receives a negative test and has no symptoms on Day 7, they can return to work on Day 8.

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 10-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.
  - Travel from states identified by PA as requiring a quarantine.

See also: Guidelines regarding Quarantine/Isolation Pay