

# Rowan University Personal Travel Policy Effective March 16, 2021

Travel restrictions and quarantine periods continue to change as the impact of the pandemic and the vaccine continue to evolve.

Currently, New Jersey has revised its COVID-19 Travel Advisory and the length of time a person must quarantine. The State is strongly discouraging all non-essential interstate travel. The advisory indicates that individuals traveling to or returning to New Jersey from any U.S. state or territory beyond the immediate region (New York, Connecticut, Pennsylvania, and Delaware) should self-quarantine at their home, hotel, or other temporary lodging in accordance with New Jersey guidance. [New Jersey COVID-19 Information Hub \(nj.gov\)](https://www.nj.gov/health/covid19/information-hub/)

This policy will continue to be updated as public health changes are issued.

## Request for Personal Travel

**The Personal Travel Request form must be completed and approved by the employee's supervisor prior to travel.**

All employees who are traveling outside of the contiguous region (Pennsylvania, Delaware, New York and Connecticut) must complete the Personal Travel Request Form (link below). Employees who will be scheduling time off, even if traveling within the immediate region, must still secure the necessary supervisor approval for the time away from the workplace.

[Personal Travel Request Form](#)

## Quarantine

The revised advisory adjusts the applicable quarantine protocols, including shortening the recommended quarantine period to 10 days. International travel quarantine will be determined by the CDC and/or public health. **Employees are not subject to quarantine if they:**

- Traveled to a state in the immediate region, including New York, Connecticut, Pennsylvania, and Delaware

- Engaged in essential travel, such as travel to another state to secure medical treatment for themselves or others or for travel to comply with a court order
- Traveled to another state for less than 24 hours
- Qualify for an essential employee exemption as outlined in the Department of Health's Current Restrictions on Travel FAQs. [New Jersey COVID-19 Information Hub \(nj.gov\)](https://www.nj.gov/health/our-work/communicable-diseases/covid-19/new-jersey-covid-19-information-hub)
- All other employees must comply with the Personal Travel Process.

## **Vaccinated Employees**

Vaccinated employees will need to document proof of vaccine and must be two weeks post receipt of the second vaccine. Employees will be required to participate in a rapid antigen test for the presence of COVID-19 on the first workday of their return from travel. Instructions for scheduling will be available in the Personal Travel Request. Employees who test negative will be able to return to duties. For those who test positive, they will be asked to participate in a PCR test and will not be able to return to work unless the test is negative. If the PCR test is positive, employees will be asked to quarantine in accordance with requirements for those who have COVID-19.

## **Unvaccinated Employees**

Unvaccinated employees are expected to quarantine in accordance with applicable guidance from the New Jersey Department of Health, which is currently 10 days after travel. However, essential employees will be offered an antigen test on day five (5) after their return to work and if they test negative, they may return to work on day seven (7) after travel. Instructions for scheduling will be available in the Personal Travel Request. For those who test positive, they will be asked to participate in a PCR test and will not be able to return to work unless the test is negative. If the PCR test is positive, employees will be asked to quarantine in accordance with requirements for those who have COVID-19.

## **Rowan Business Travel**

All those who are interested in travelling for business to fulfill essential functions of their job beyond the contiguous states mentioned above must contact their supervisor and must obtain advance written approval from their supervisor and their divisional Vice President or Senior vice President.

Business travel is strongly discouraged at this time unless it is essential. Additional guidance will be provided.