As we continue to monitor the spread of Coronavirus Disease 2019 (COVID-19), our team is working diligently to ensure the safety and wellbeing for all students, faculty, staff and our community at large. As you all have heard the World Health Organization declared the rapidly spreading coronavirus outbreak a pandemic. In addition, the CDC has placed a level 2 Travel alert around the globe in additional to the Level 3 alerts in China, South Korea, Iran, Europe and other countries. Information on these alerts can be found at https://wwwnc.cdc.gov/travel/notices. As a Carolina Community, we must do everything possible to slow down the spread of the virus. We did not come to these decisions lightly and did so with the health and well-being of our entire community in mind, while also following federal and state guidelines

As such, we have altered the University’s policy on Travel Restrictions for all Faculty and Staff.

**Suspension of Non-Mission Critical Domestic and International Travel**

As of today, The University is suspending all university sponsored or affiliated travel, both domestic and international through May 9th, 2020.

This suspension of travel includes travel that is reimbursed from the University funds or grant funds. Any exception to this travel advisory based on your department’s mission critical functions will require review and approval by the Dean or Department head and subject to approval from the Coronavirus Emergency Management Team. Exceptions should be sent to the Controller’s Office Travel Department. They will coordinate approvals and if approved, you will be notified by the Travel Department.

For those who are currently outside of the United States, University of South Carolina strongly encourages your return as soon as practical to avoid travel delays, minimize health risks, and support university operational continuity. University of South Carolina will work with you to ensure a smooth transition.

If you are traveling from or through a country that has a level 3 Travel Alert, you must inform the University immediately and contact your department head or supervisor for guidance. Upon your return, you must self-quarantined off campus for 14 days. This quarantine will be managed and enforced through DHEC.

Additionally, if you have traveled outside the United States or in areas within the United States where COVID-19 is widespread, the University requests that you self monitor for symptoms and discuss with your department head your ability to work remotely and self-quarantine off campus for 14 days. A guide that outlines the steps for Self-Quarantine is incorporated at the end of this advisory. Please refer to the CDC website
to learn what you should do if you become sick. https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html

Travel Reimbursements:

Unauthorized university sponsored or affiliated travel subject to this advisory will not be reimbursed and may result in disciplinary action.

- All domestic or international travel that has happened or is in process up through the date of this travel advisory will be reimbursed in accord with the University Travel Policy.

- However, university sponsored or affiliated travel that has been approved but has not happened must be cancelled or rescheduled. Expenses related to the travel that have occurred (airline, registration) may be reimbursed in accord with the University Travel Policy.

Travel Cancellations:

Given the significant uncertainty of COVID-19, we encourage you to delay or postpone travel plans through May 9th, 2020. If you must make plans, please pay close attention to cancellation and refund policies and change fees.

University Employees needing to cancel their travel plans due to conference cancellation or personal cancellation out of concern should adhere to the guidance below:

- The university will reimburse for reasonable flight cancellation or change fees or any other nonrefundable travel expense (e.g. registration, lodging, rental cars, etc...) you already incurred due to the COVID-19 virus. You are encouraged to ask for a “change fee waiver” which some airlines are granting under the current circumstances.

- All documentation from the airlines regarding the cancellation must be attached to the travel expense report for the reimbursement to be processed. This should include scanned or emailed receipts, change fees, plane tickets, etc... directly related to the expense and should indicate clearly that it was canceled or is nonrefundable.

- Submit requests to your supervisor for approval as you would any other reimbursement and submit a travel expense report as normal.

- While an airline ticket or other expense may be considered non-refundable, in many instances you are given a “credit” that can be used towards future travel within a certain time period for these types of expenses. These details should be noted in your documentation and you are expected to apply that “credit” towards future university business travel. These credits should be reported to the Controller’s Office Travel Department.
We want to provide the following information and guidance as it relates to business and personal travel. Please visit the University’s website on Coronavirus for daily updates

Personal Travel

For the foreseeable future and until further notice, we strongly encourage employees to avoid personal international or domestic travel. Your choices could have serious adverse impacts on your family, other employees, students, and the community. Please review your personal and family emergency plans so that you will be prepared as the COVID-19 virus spreads throughout the United States.

We anticipate as this situation evolves, there will be additional screening and quarantine requirements mandated by government entities. Additional advisories will be issued as warranted. Thank you for your cooperation with these efforts to protect the health and well-being of our students, faculty, staff and community members. Should you have any questions, please do not hesitate to reach out to the Controller’s Office Travel Department with questions.

High-Risk Populations

The CDC has determined certain populations are at higher risk of complications from coronavirus (COVID-19). Any member of the University’s community who is included in the CDC’s high-risk description should refrain from all travel until the virus is contained. Your health and well-being are important, and we urge you to reconsider travel that may pose additional health risks. Please visit the CDC to learn if you are part of the high-risk group. https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html

Prevention Tips

Everyone should remain vigilant and take necessary precautions to prevent the spread of COVID-19, including the following:

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw all used tissues directly into the trash.
- Cover your mouth and nose with the inside of your elbow when coughing or sneezing if you do not have a tissue.
- Wash your hands with soap and water for at least 20 seconds often throughout the day, especially after you cough or sneeze, and also before preparing food or eating. Alcohol-based (60%) hand cleansers are also effective.
- Avoid touching your eyes, nose, or mouth.
- Limit your contact in areas that are highly populated.
Steps for Self-Quarantine

Self-quarantine for COVID-19 is recommended for individuals who have been directly exposed to the virus or who have traveled to areas where there are large numbers of people infected in order to prevent further transmission. Follow the steps below for self-quarantine.

- Stay home except to get medical care.
- Monitor your symptoms: Fever, cough, shortness of breath.
- Seek prompt medical attention if you become ill.
- Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
- Put on a facemask before you enter the healthcare facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.
- Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- Restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ridesharing, or taxis.
- Separate yourself from other people and animals in your home.
- People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- Animals: Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.
- When possible, have another member of your household care for your animals.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. CDC does not recommend that people wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Cough or sneeze into the fold of your elbow. Alternatively, cover your mouth and nose with a tissue when you cough or sneeze.
- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains 60-95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean all “high-touch” surfaces every day.
High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them.

Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

March 26, 2020