

**From:** [COMannouncements](#)  
**Subject:** Message from the Provost: New Approval Process for Travel  
**Date:** Tuesday, March 10, 2020 2:27:10 PM

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From the Provost's Office: New approval process for travel.

### **University Travel**

- All new university travel will require pre-approval by the appropriate Vice President, or Dean in the case of a college, before expenditures/commitments are to be made.
- Essential travel is defined as travel which is essential to FAU's mission and operation that can only be completed by physically being present, and doesn't create an unacceptable health hazard. Examples of essential travel may include, but not be limited to, traveling to a workshop linked to ensuring accreditation, attending a conference where you are a presenter on behalf of FAU, or any other travel associated to ensuring the successful delivery of a critical mission area of the university.
- All other travel is considered non-essential and may not be approved. Examples include attending a conference where you are not a presenter.
- Any exceptions to university travel will be at the discretion of the respective Vice President.

### **Self-Quarantine**

FAU is committed to the safety and health of our students, faculty, staff and visitors in our community. We are in the prevention phase of combatting the world-wide outbreak of COVID-19 to avoid or delay the introduction of the illness to our community. In keeping with the best available information from the CDC, FAU is imposing mandatory self-quarantine restrictions on any member of the FAU Community with known or potential exposure to the outbreak under the following criteria:

1. Recent Travel to CDC Level 3 Countries – Any member of the FAU Community returning from travel to a foreign country under Level 3 travel restrictions must self-quarantine at home for a minimum of 14 days before requesting clearance to return to the FAU general population.
  2. Close contact to a confirmed case of COVID-19 – Any member of the FAU Community who has had close contact (6 feet or less) with a confirmed case of COVID-19 within the past 14 days must self-quarantine at home for a minimum of 14 days before requesting clearance to return to the FAU general population.
- **Students** – Any students who have traveled to the impacted Level 3 countries, or has been in close contact to a confirmed case of COVID-19, can direct questions per the below information:
    - Residential Students (including off-campus hotel)  
561-297-5000 | [housing@fau.edu](mailto:housing@fau.edu)
    - Non-Residential Students (contact the Office of the Dean of Students)  
561-297-3542 | [deanofstudents@fau.edu](mailto:deanofstudents@fau.edu)
  - **Employees** – Any employee who has traveled to the impacted Level 3 country, or has been in close contact to a confirmed case of COVID-19, should follow these steps:
    - Faculty and staff returning from one of these countries must self-quarantine even if no

Resources at 561-297-3072 to ensure proper designation of leave and receive important information about work arrangements. Please also notify your supervisor. Administrative leave will only be permitted to those employees who traveled to an impacted Level 3 country for official University business. All personal travel will require you to use your sick time while fulfilling your 14 day self-quarantine.

- Self-quarantine means you should stay in your place of residence, take your temperature twice a day and not go out until the quarantine period of 14 days is over. Should your temperature rise during your quarantine, please consult your doctor. Do not show up at an urgent care facility, hospital emergency room or doctor's office unannounced – be sure to call first and let the office know you have been in quarantine.
- At the end of the 14-day quarantine, faculty and staff who are free of symptoms and have followed quarantine procedures should make an appointment with their doctor to be cleared to return to campus. Please be sure to call ahead and let the office know you have been in quarantine. Please send your return to work note via fax(561-297-4220) or email( [gzaidman@fau.edu](mailto:gzaidman@fau.edu)) to Human Resources before you come back to campus