



<b>Title:</b>	<b>Travel and Exposure Disclosure Policy for COVID-19</b>
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**Policy Statement:**

Goodwin University is committed to ensuring the well-being of our students, faculty, and staff. In public health, contact tracing is the process of identifying individuals who may have come into contact with an infected person. COVID-19 (coronavirus) has spread to a number of countries, including the United States. The University has established a task force to develop protocols for Goodwin's response to the potential risks posed by COVID-19. The tracking and disclosure of travel and contact with symptomatic individuals is an important procedure in minimizing the spread of disease.

**Objectives**

Ensure all students, employees, and affiliates, have a clear and consistent understanding of Goodwin University's procedures for:

- Travel disclosure
- COVID-19 contact tracing
- COVID-19 voluntary self-isolation

**PROCEDURE DETAILS:**

1. All employees should exercise due care, and remain home if experiencing COVID-19 symptoms. These symptoms include but are not limited to fever, cough and shortness of breath. Symptoms typically appear 2-14 days after exposure. Individuals should alert their medical provider of their symptoms.
  
2. All employees of the University shall follow the Travel and Exposure Disclosure Policy for COVID-19, and use this [form](#) to disclose the following:
  - i. all travel\* to level 2 and level 3 locations as of February 1, 2020
  - ii. all international travel regardless of COVID-19 risk level as of February 1, 2020

- iii. all contact with COVID-19 symptomatic individuals who have traveled to level 2 and level 3 countries. The list of level 2 and level 3 countries can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>
  - iv. any contact with COVID-19 symptomatic individuals or COVID-19 diagnosed individuals within the continental U.S.
3. Anyone who traveled to a level 2 or level 3 country since February 1, 2020, must complete this [form](#) before returning to campus, and self-isolate at home for 14 days. The University will provide resources for remote access. Individuals will not use PTO, and will receive their usual compensation during the period of self-isolation.
  4. Anyone who has been in contact with someone who has also visited a level 2 or level 3 country since February 1, 2020 and who is exhibiting COVID-19 symptoms, must complete this [form](#) before returning to campus, and self-isolate for 14 days. Individuals will not use PTO, and will receive their usual compensation during the period of self-isolation.
  5. Anyone who has been in contact with an individual who is symptomatic or diagnosed with COVID-19 must complete this [form](#) before returning to campus, and self-isolate for 14 days. Individuals will not use PTO, and will receive their usual compensation during the period of self-isolation.
  6. Any individual who has traveled internationally since February 1, 2020 must complete this [form](#) before returning to campus.
  7. Any student or employee who traveled internationally, **and** is experiencing COVID-19 symptoms, must disclose travel using this [form](#) before returning to campus, and must self-isolate at home for 14 days. Documentation from a medical provider must be provided before returning to campus. Symptomatic employees must use PTO during this time.

8. Students who fail to adhere to this policy are subject to disciplinary action including but not limited to expulsion.
  
9. Employees who fail to adhere to this policy are subject to disciplinary action included but not limited to, the possibility of termination of employment.

***\*All stops and layovers must be disclosed. Travel that occurred during campus closures including holidays and vacation weeks, must also be disclosed before returning to campus.***