GUIDANCE FOR UNIVERSITY-AFFILIATED EMPLOYEE INTERNATIONAL TRAVEL

(UPDATED AUGUST 1, 2022)

This guidance is effective as of August 1, 2022 and is subject to change.

Recognizing that travel imposes additional risks relative to the spread of COVID-19, Penn State has developed the following guidance for international travel. Policy TR01, International Travel Requirements, applies to all international travel.

COVID-19 Vaccination Requirement for University-Funded Travel

All employees requesting University-affiliated international travel that involves University funding must be up to date with COVID-19 vaccinations by the date of departure. Per the Centers for Disease Control and Prevention (CDC), there are specific requirements to be considered up to date with COVID-19 vaccinations. Note the following descriptions of the terms “fully vaccinated” and “up to date”:

Per the CDC, adults ages 18 years and older are considered fully vaccinated against COVID-19:

- After completing the 2-dose primary series of Pfizer BioNTech, Moderna, or Novavax
- After completing 1 dose of the primary series of Johnson & Johnson’s Janssen vaccine

Per the CDC, there are specific requirements to be considered up to date with COVID-19 vaccinations. Most adults ages 18 and older are currently recommended to receive at least one booster shot (excluding the Novavax vaccine). As a result, eligible Penn State employees are required to have received at least one booster shot in advance of international travel. Employees who are not eligible for the COVID-19 booster are not required to be boosted prior to travel so long as they are otherwise compliant with this requirement (i.e., fully vaccinated).

Employees should confirm they meet the definition of up to date based on the vaccine type they received by reviewing the CDC page on vaccinations and booster shots.

Please note the following:
- Travel funded by non-university funds (e.g., federal/state grants) is excluded from this requirement.
• Unit executives may choose to exempt from the vaccination requirement those employees for whom the requested travel is part of their regular job responsibilities.

**Guidance**

Employees wishing to travel internationally must register their university-affiliated travel with the Travel Safety Network at least 30 days in advance or as soon as possible once travel is planned. In addition, unit-level pre-COVID travel approval processes should be followed. All employees wishing to travel should first review the list of restricted countries, which includes countries restricted for security and regulatory reasons and also countries with a CDC Level 4 COVID-19 Travel Health Notice. This list will be reviewed periodically and is subject to change. Additional forms, review and approval are required for travel to restricted countries. Employees must receive approval for travel to restricted countries prior to purchasing airline tickets, hotel accommodations, etc. Arrange any necessary air travel through Anthony Travel, Penn State's preferred travel agency, unless it is not possible to do so. The Global Safety Office (TSN@psu.edu) will continue to assist university-affiliated international travelers and be a resource for any questions about health and safety at your destination(s).

Travelers must:

- follow COVID-19 health and safety precautions before and during travel and consider getting tested as close to the time of departure as possible.
- obtain masks, hand sanitizer, and any PPE that might be necessary in the course of their work while traveling.
- follow all COVID-19 guidelines and requirements of the destination.
- monitor their health and follow COVID-19 health and safety precautions upon returning home. The CDC recommends that travelers who are up to date with COVID-19 vaccinations get tested with a viral test 3-5 days after travel and self-monitor for COVID-19 symptoms. Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.

If an individual who is not vaccinated is making a request to travel internationally for sponsored research purposes, they must obtain permission to travel from the Office of the Vice Provost for Faculty Affairs (colleges and campuses), Dr. Lora Weiss (institutes and ARL), or Dr. Kevin Black (College of Medicine). Unvaccinated employees who receive permission to travel must sign an acknowledgement of risk as part of the Travel Safety Network registration process. Unvaccinated international travelers should get tested with a viral test 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel.

Employees who are not vaccinated because of a medical condition, documented disability or religious belief may request an exemption by contacting the Affirmative Action Office at aao@psu.edu.