RETURNING TO WORK ON CAMPUS AFTER TRAVEL
Domestic and International
Ohlone RTC Travel Policy June 2021
COVID 19 Policy #8

(Updated as of October 1st, 2021: This is a temporary policy effective immediately and will remain in effect until October 31st unless conditions and requirements change. Please check our website frequently for updates.)

PURPOSE:
The purpose of this COVID-19 policy is to enhance the health and safety of employees and to ensure that fully vaccinated or unvaccinated employees who plan on traveling outside of California or the United States are familiar with the applicable travel guidelines/regulations by local, state or federal agencies. It is also designed to inform employees of Ohlone’s requirements for those who are working in-person and on campus. Those employees regularly working remotely do not have to follow this policy, but should always follow the CDC travel guidelines/restrictions.

This policy provides guidance for options to work remotely on a temporary basis if the employee is unable to return to work due to the requirement that they provide a negative COVID-19 viral test, self-quarantine if unvaccinated, or is otherwise excluded from returning to campus immediately after travel.

Ohlone does not discriminate or adopt discriminatory policies based on the states or countries employees are returning from and/or their country of origin. The CDC and other agencies have identified countries that are of particular concern due to the level of COVID-19 or variants in the community or country. Employees are not required to provide Ohlone with information concerning their travel destination. Ohlone is not currently requiring that employees be vaccinated; however, proof of vaccination will be required in order to comply with the requirements to quarantine after travel prior to returning to work on campus.

BEFORE YOU TRAVEL

1. Review all local, state, and federal guidelines and restrictions

   Alameda County Public Health Department (ACPHD) and the State of California Public Health Department (CPHD) defer to the Centers for Disease Control (CDC) for travel guidelines and/or restrictions: [https://covid-19.acgov.org/covid19-assets/docs/health-safety/guidance-for-returning-travelers-eng-2021.05.12.pdf](https://covid-19.acgov.org/covid19-assets/docs/health-safety/guidance-for-returning-travelers-eng-2021.05.12.pdf)

   The CDPH Travel Advisory is no longer in effect. [https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx)

   CENTER FOR DISEASE CONTROL TRAVEL GUIDELINES AND/OR RESTRICTIONS

   Please note that these links may be changed as guidance is updated.

2. Review Ohlone’s Returning to Campus After Travel policy
   Employees should plan sufficient time off to ensure that they are able to comply with the CDC recommendations and Ohlone’s policy. Employees whose work can be performed remotely are able to perform work during the wait period to be tested (3-5 days).

   Employees whose work cannot be performed remotely will need to work with their supervisor on alternative work or trainings that can be accomplished remotely during the wait period to be tested (3-5 days) or use available sick leave or vacation to receive pay for those days.
AFTER RETURN FROM TRAVEL AND PRIOR TO RETURNING TO WORK ON CAMPUS

INTERNATIONAL TRAVEL

FULLY VACCINATED EMPLOYEES:
Employees who are fully vaccinated and who have returned from international travel and complied with the CDC, State and local guidelines will need to wait before returning to work on campus until they have obtained a negative PCR COVID-19 test 3-5 days after arrival back into the United States AND provide proof of a negative test to an Ohlone Health Monitor and proof of vaccination to Ohlone’s Human Resources Manager, Joanne Gapuz at https://ohlone.sharefile.com/r-raad80ddd4d164630b85cd34b4675aea8

You are required to self-monitor for symptoms and isolate and get tested again if you develop symptoms. Link to the CDC information on international travel, which is travel outside the U.S. https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html

UNVACCINATED EMPLOYEES OR THOSE WHO PREFER NOT TO PROVIDE VERIFICATION THAT THEY ARE FULLY VACCINATED:

Take a COVID test 3-5 days after you return: Employees who have returned from international travel and complied with CDC, State and local guidelines will need to wait before returning to work on campus until they have obtained a negative PCR COVID-19 test 3-5 days after arrival back into the United States AND provide proof of a negative test to an Ohlone Health Monitor AND

Stay home and self-quarantine for a full 7 days after travel including the 3-5 days wait to be tested. If you test positive, you are required to isolate and follow those guidelines which may be 10 – 15 days depending on date of your positive test result.

You are required to self-monitor for symptoms and isolate and get tested again if you develop symptoms.

COVID-19 PCR testing is provided on Ohlone Campus at both Fremont and Newark every Wednesday from 10:00 AM – 1:00 PM until further notice.

FULLY VACCINATED OR UNVACCINATED EMPLOYEES WHO PREFER OR UNABLE TO OBTAIN A COVID-19 TEST MUST STAY HOME AND SELF-QUARANTINE FOR 10 DAYS AFTER INTERNATIONAL TRAVEL.

<table>
<thead>
<tr>
<th>Employees returning from any International Travel</th>
<th>Fully Vaccinated</th>
<th>Not Vaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test within 3-5 days AFTER travel (the mandatory test that is required before flying back to the US will not take the place of the viral test that has to be taken 3-5 days AFTER return to the U.S.) Stay home until you receive the test results.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Negative COVID test: can return to work after receipt of the negative test and if employee shows proof of negative test AND proof of being fully vaccinated AND if no symptoms develop.</td>
<td>✓</td>
<td>n/a</td>
</tr>
<tr>
<td>Self-quarantine after travel for 7 days with a negative test or 10 days without a test.</td>
<td>n/a</td>
<td>✓</td>
</tr>
<tr>
<td>Positive Test: isolate for 10 days after receiving the positive test result: Day 1 begins on the day after the positive test.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Self-monitor for symptoms</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

For planning purposes, the wait period for employees to be able to return to campus after international travel can be significant depending on a set of variables. Employees should carefully review all guidelines before travelling while this policy is in effect. Employees should contact Shairon Zingsheim, VP of Human Resources prior to or upon return if he/she is unsure of the date to return to work. zingsheim@ohlone.edu or (408) 375-5238.
DOMESTIC TRAVEL

FULLY VACCINATED EMPLOYEES:

Fully vaccinated employees who have returned from domestic travel and complied with the CDC guidelines will not be restricted from returning to work on campus nor will mandatory viral COVID-19 testing or proof of a negative test be required. Employees must provide proof of vaccination to Human Resources Manager, Joanne Gapuz, by uploading proof of vaccination to [https://ohlone.sharefile.com/r-raad80ddd4d164630b85cd34b4675a98](https://ohlone.sharefile.com/r-raad80ddd4d164630b85cd34b4675a98)


Unvaccinated employees who have returned from domestic travel and complied with the CDC guidelines will need to wait before returning to work on campus until they have obtained a viral COVID-19 test 3-5 days after arrival back into California AND provide proof of a negative test to an Ohlone Health Monitor, AND

The Employee must stay at home and self-quarantine for a full 7 days after travel including the 3-5 days wait to be tested.

* If you choose not to get tested, stay home and self-quarantine for 10 days after travel.

<table>
<thead>
<tr>
<th>Employees returning from any Domestic Travel</th>
<th>Fully Vaccinated</th>
<th>Not Vaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test within 3-5 days AFTER return to California</td>
<td>n/a</td>
<td>✓</td>
</tr>
<tr>
<td>Self-quarantine after travel for 7 days with a negative test (10 days if test positive) (or 10 days if you don’t get tested).</td>
<td>n/a</td>
<td>✓</td>
</tr>
<tr>
<td>Self-monitor for symptoms</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

DEFINITION OF TERMS:

- **Antigen test (frequently referred to as a rapid test) usually given for persons returning from another country and required prior to being allowed to board a plane:** This test detects protein fragments specific to the Coronavirus. It can be done in a clinic, doctor’s office, or hospital. Turnaround time for results is usually very quick and, in some cases, results can be reported within 15 minutes.

- **Employees:** persons on Ohlone’s payroll or who are currently paid by Ohlone for work or services (or who are scheduled or anticipated to receive payments during fall 2021 semester) or persons performing volunteer services for Ohlone without pay. This includes staff, faculty, administrators, temporary workers, student workers, part-time faculty, volunteers working on behalf of Ohlone, contractors paid by Ohlone, and anyone representing Ohlone as an agent who might reasonably be expected to be on campus or to interact with employees or students.

- **Isolate:** Stay away from others if you have been in close contact with someone infected with COVID-19.

- **Negative COVID-19 Test:** means that there is no detection of the presence of COVID-19.

- **PCR test:** PCR testing is considered the “gold standard” in SARS-CoV-2 detection. This test actually detects RNA (or genetic material) that is specific to the virus and can detect the virus within days of infection, even in those who have no symptoms. The test can be done in a clinic, hospital, or even in your car at a testing site. Turnaround time is longer, generally in the 2-3-day range, but results can be received in as little as 24 hours.

- **Positive COVID-19 Test:** means that the test did detect the presence of COVID-19.
• **Remote work:** work that can be performed remotely during an eligible wait period. Certain wait periods are eligible for employees to be allowed to perform remote work if the employee’s duties can be performed from a remote location. Wait periods that are necessary due to an employee’s refusal to provide proof of a negative COVID-19 viral test (and is not medically related) will not be eligible for remote work consideration, and then employees may use other accrued time, including available sick leave or vacation to be able to stay home for the wait period. Employees are encouraged to request a reasonable accommodation and work with the Human Resources department about a reasonable accommodation if an accommodation for a disability is needed. Employees may be able to seek reasonable accommodations if they are unable to be fully vaccinated for any reason, or if staying away from work will cause undue hardship: [https://www.ohlone.edu/sites/default/files/users/jgapuz/reasonable_accommodations_form_2019.pdf](https://www.ohlone.edu/sites/default/files/users/jgapuz/reasonable_accommodations_form_2019.pdf)

• **Self-Quarantine:** Do not come in contact with any other people for the duration of the quarantine period, include others in your household.

• **Travel:** any travel inside and outside of the United States, but does not include travel within the state of California (unless a restriction is later imposed on travel within California). Please note that the CDC has recently determined that fully vaccinated people can travel safely within the U.S., so the requirements for testing and staying at home after travel do NOT currently apply for fully vaccinated people who travel within the U.S. only.

• **Wait periods:** are the time period between returning from travel to returning to work on campus. Wait periods can be: 3-5 days after travel to in order to be tested and receive a negative COVID-19 viral test result, AND 7 days of self-quarantine if unvaccinated; 10 days of self-quarantine if unable or unwilling to provide proof of a negative COVID-19 viral test and if unvaccinated. [https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html)

*This policy will be applied consistently with any current, applicable federal, state, and local requirements, unless Ohlone creates a different standard in this policy.*

*June 21, 2021 5:00 PM*