

DISTRICT TRAVEL SUSPENSION AND RESTRICTION DUE TO THE COVID-19 PANDEMIC

AMENDMENT TO AP 4300 AND AP 7400
March 24, 2020

PURPOSE

The purpose of this amendment is to protect the health and safety of the district's employees, students, and individuals affiliated with Ohlone College. This is an amendment to AP 4300 and AP 7400 and restricts travel on behalf of the District.

APPLICATION

This amendment applies to all employees, students, and affiliates doing business on behalf of Ohlone.

DEFINITION

- **Travel:** any in-state or out-of-state trips, conferences, meetings, study abroad, field trips, errands, and/or any activity that requires getting to another destination on behalf of the district.
- **Travel "on-behalf":** travel that is district-sponsored, district-supported, district-paid and/or otherwise required by the District; and covers travel to conduct college business, college academic course work, and representation of the college.
- **Emergency Travel:** any travel required by the Incident Command Team.
- **Employees:** persons on Ohlone's payroll and who are currently paid by Ohlone: staff, faculty, administrators, temporary workers, student workers, part-time faculty, volunteers working on behalf of Ohlone, contractors paid by the Ohlone, and anyone representing Ohlone who might reasonably believe to be acting on behalf of Ohlone.

DURATION

This amendment and travel suspension is in place as of **March 24, 2020 through June 30, 2020 unless modified.** An update/modification to this amendment will occur on or before April 30, 2020 to necessitate plans for July 1, 2020 – December 31, 2020. Employees should check with their supervisors before committing district resources for future travel**.

EXCLUSIONS

- Normal travel to the college campus to perform essential functions
- Employees who are emergency responders
- Travel planned after June 30, 2020 until further notice
- Emergency travel related to COVID-19 will be assessed on a case-by-case basis by the Incident Command Team. Request should be made via email through the appropriate Vice President.

- Personal travel. We encourage individuals to exercise sound judgement in personal travel plans and stay abreast of current information related to areas and countries restricted by the State and Federal authorities.

**** *Please work with your supervisor for cancellation procedures and to process refunds etc.***