

**Action: International Travel and
Campus Preparedness**

DATE: March 4, 2020
TO: CSU Presidents
FROM: Steve Relyea
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: COVID-19: International Travel and Campus Preparedness

This memo provides updated guidance to campuses, supplementing my February 28, 2020 memo on international travel and programs abroad, as well as advice on campus preparedness. We recommend an approach that protects the health and safety of our community without unduly interfering with important educational and professional opportunities.

International Travel

Determinations about how best to protect our university community (in the U.S. and abroad) are informed by evolving guidance from the Centers for Disease Control and Prevention (CDC) and the U.S. State Department, as well as state and local public health agencies. As of March 1, 2020, the CDC posted guidance for institutions of higher education suggesting that they consider suspending international programs involving all countries. We take this guidance seriously and encourage you to look carefully at each program location or travel destination and, as a part of your consideration, include the CDC warning level for that country (www.cdc.gov/coronavirus/2019-ncov/travelers/index.html). These warning levels are developed based on analysis of the conditions in that country and the current status of the incidence and prevalence of the virus. Your analysis should also include the U.S. State Department's Travel Advisory status, (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>) and accompanying information and analysis.

Suspending programs abroad and asking students to return involves a number of important considerations. Depending on the situation, requiring return may include taking other additional risks, including spending time at crowded airports and on long flights in close proximity to others. Further considerations include the impact an early departure may have on the student's academic program and progress; the role of satisfactory academic progress in the awarding of financial aid; expenses related to early departure such as housing or lease termination; and/or increased travel costs and fees.

The following factors should weigh heavily in your case-by-case decisions:

- Program location or travel destination and warning levels (issued by U.S. State Department, CDC and local public health agencies). Absent extenuating circumstances, travel to any country that is subject to a CDC Level 3 Travel Health Notice should be suspended and members of the CSU community should be directed to return to campus.
- US State Department Travel Advisory and accompanying information and analysis.
- Host country government agency travel analysis.
- The availability of local staff or other resources in-country that may help to mitigate the impact on the CSU traveler of an emergency health situation in a foreign environment (also taking into consideration the traveler's specific needs or conditions, if known to the university).

We recommend a targeted approach to planning and reviewing international travel by using a country-by-country risk assessment to protect the health of our students, faculty and staff while at the same time reasonably affording them the opportunity to further their educational and professional objectives. Individuals should also be encouraged to consider their own personal health situation when planning travel. Public health authorities have implemented procedures to minimize risk of COVID-19 transmission by travelers from affected countries. Decisions should therefore consider all reasonably available information from a variety of sources.

Campus Preparedness

While there have not been cases of COVID-19 reported at any CSU location, campuses are planning and taking actions to prepare for a possible outbreak. We encourage you to continue including the following elements in your planning:

- To the extent possible, make instructional material available for offsite learning in case students or faculty cannot be on campus or certain classes are suspended. Several campus faculty development centers are providing a centralized source of information to the campus community on the potential issues with offsite learning. The following campus websites are shared as examples of recently developed or updated resources regarding instructional continuity:
 - CSU Channel Islands: <http://knowledgebase.cikeys.com/article-categories/keep-teaching/>
 - CSU San Marcos: <https://www.csusm.edu/fc/resources-funding/teachingresources/keep-teaching-csusm.html>
 - San Francisco State University: <https://instructionalcontinuity.sfsu.edu>.

- Monitor resources such as the CDC's website: (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>) as well as that of your local and/or county public health department.
- Continue to provide timely information to the campus community about how the campus responds to outbreaks of infectious disease, in a way that reduces misinformation and stigma.
- Continue to update your pandemic plans, including activating your Emergency Operations Center (EOC) or other designated groups to coordinate preparation on the campus.
- Ensure effective environmental cleaning of commonly used facilities and equipment, and communicate such practices to the campus community.
- Have plans in place to postpone or cancel large events in case circumstances and risks change.
- Work closely with local public health agencies to monitor developments in the community.
- In anticipation of students, faculty and/or staff returning from countries where there are reported cases of Coronavirus, work with your local public health department to develop appropriate procedures to minimize risk of possible exposure or infection to the campus community, which might include self-quarantine and other practices adopted during the Ebola outbreak. (See CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.)
- Encourage students, faculty and staff who experience signs or symptoms of a possible cold, flu, upper respiratory infections or coronavirus to stay home.
- Consistent with public health recommendations for reducing likelihood of infection, ensure hand sanitizer and tissue are readily available.
- Refer to additional resources and information in my letter to you of February 28, 2020.

A subsequent correspondence will be sent to you that includes a brief survey for campus information on your planning for a COVID-19 epidemic. The information from this survey will help us share valuable planning information and resources among campuses.

Please continue to take advantage of these CSU systemwide resources:

- Instructional continuity: Alison Wrynn, Associate Vice Chancellor for Academic Programs, Innovation and Faculty Development, at (562) 951-4672 or awrynn@calstate.edu

- Student services and support: Luoluo Hong, Associate Vice Chancellor for Student Affairs and Enrollment Management, at 562-951-4744 or lhong@calstate.edu
- International programs and travel: Leo Van Cleve, Assistant Vice Chancellor International and Off-Campus Programs, at (562) 951-4790 or e-mail at lvancleve@calstate.edu
- Human resources and personnel matters: Stephanie Wright, Chief of Staff, Human Resources, at 562-951-4253 or swright@calstate.edu
- Risk management, health and safety concerns: Zachary Gifford, Director of Systemwide Risk Management, at (562) 951-4580 or zgifford@calstate.edu
- Campus counsel: Office of General Counsel

c: Timothy P. White, Chancellor
Loren Blanchard, Executive Vice Chancellor, Academic & Student Affairs
Andy Jones, Executive Vice Chancellor and General Counsel
Garrett Ashley, Vice Chancellor, University Relations and Advancement
Evelyn Nazario, Vice Chancellor, Human Resources
Provosts/Vice Presidents of Academic Affairs
Vice Presidents of Student Affairs and/or Enrollment Management
Vice Presidents of Administration and Finance
Vice Presidents of Advancement
Chief Information Officers
Emergency Managers
Risk Managers
Human Resource Directors