



## Travel Protocol During COVID-19 Pandemic

All EISD travel protocols for staff are subject to change at any time based on new guidelines or recommendations issued by local, state, and federal health authorities.

### CDC Warning Level 2 Travel - [All Travel](#)

Employees who engage in **any** travel are expected to follow the protocols below:

- (1) Follow all recommended CDC protocols for travelers within the [Global COVID-19 Outbreak](#) notice as well as guidance for [travel within the United States](#).
  - Avoid contact with sick people.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
    - It is especially important to clean hands after going to the bathroom; before eating; after coughing, sneezing or blowing your nose and after running any personal/work errands such as getting gas, groceries and/or picking up anything from a retailer or other family member/neighbor/friend etc.
  - Avoid traveling if you are sick.

If you have travelled to **any** destination during the past 14 days:

- Monitor your health and practice social distancing. Social distancing means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- If you get sick with fever (100.4°F/38°C or higher), cough, or have trouble breathing:
  - Seek medical advice. Call ahead before going to a doctor's office or emergency room.
  - Tell your doctor about your recent travel and your symptoms.
  - Avoid contact with others.
- Do not travel while sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Soap and water should be used if hands are visibly dirty.

## **CDC Warning Level 3 Travel - [Identified Countries](#)**

Employees who engaged in travel to locations determined by the CDC to be at Warning Level 3 are expected to follow the protocols below:

- (1) Report travel details to Human Capital by completing the [Travel Information Form](#) and seek additional return-to-work protocols. Human Capital will contact you regarding guidance on returning to work.
- (2) Follow all CDC protocols for Level 3 locations:
  - **Avoid nonessential travel to identified Level 3 locations.**
  - If you must travel:
    - Avoid contact with sick people.
    - Avoid touching your eyes, nose, or mouth with unwashed hands.
    - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
      - It is especially important to clean hands after going to the bathroom; before eating; after coughing, sneezing or blowing your nose and after running any personal/work errands such as getting gas, groceries and/or picking up anything from a retailer or other family member/neighbor/friend etc.
    - Avoid traveling if you are sick.
  - If you recently spent time in the Warning Level 3 [CDC-identified countries](#):
    - **Stay home for 14 days from the time you return from travel, monitor your health and practice social distancing.** Social distancing means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
    - If you get sick with fever (100.4°F/38°C or higher), cough, or have trouble breathing
      - Seek medical advice. Call ahead before you go to a doctor's office or emergency room.
      - Tell your doctor about your recent travel and your symptoms.
      - Avoid contact with others.
    - Do not travel while sick.
    - Cover your mouth and nose with a tissue when coughing or sneezing.
    - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand

sanitizer that contains at least 60% alcohol. Soap and water should be used if hands are visibly dirty.