



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

To: The PVAMU Community

Date: March 10, 2020

Re: Travel Guidance on COVID-19

PRAIRIE VIEW, TEXAS — Due to concerns about the global outbreak of COVID-19, Prairie View A&M University is aligned with the restrictions on foreign and domestic travel with TAMUS, as it pertains to our students, faculty and staff.

“We have no greater responsibility than to promote the health and safety of students, faculty and staff,” wrote Chancellor John Sharp in a letter to university presidents and agency directors. “We also are responsible for promoting public health, especially during this period of global uncertainty.”

Beginning immediately, Prairie View A&M University has implemented the following actions to protect students, faculty and staff:

1. Foreign Travel
 - a. All university travel outside of the United States, for students, faculty and staff, is suspended between March 16, 2020 and May 1, 2020, with limited exceptions.
 - b. **Any mission-critical or health-critical exceptions travel must be approved in advance by senior administrators.** This category travel must still be submitted on a Concur request so that appropriate levels of approval are obtained. Approvers, in the decision making process, will take into consideration the directions provided by TAMUS.
 - c. Foreign trip cancellation insurance will be an allowable purchase during this time. When purchasing this type of insurance, arrangements must be made directly with Corporate Travel Planners (CTP), and you will need to select the **“Cancel for any reason”** plan. Many cancellation policies only cover certain events.
 - d. Foreign travel plans already arranged and paid for will be cancelled, but will be deemed as an allowable travel expense for expense reporting. Cancelling remaining travel arrangements and returning travelers from any foreign trip that is already in progress is also allowable. Travel expense reporting and reimbursement/approval of associated expenses should be charged to the departmental accounts.
2. All students, faculty and staff are encouraged to return from Level 1 or higher risk countries as soon as can be practically arranged.
3. Students, faculty and staff are required to report all **personal** international travel to the university if they have traveled to any foreign country. To report personal international travel please use the following link https://pvamu.co1.qualtrics.com/jfe/form/SV_aeYK7JV1wx9QM3r

4. Students, faculty, staff and visitors traveling from countries with risk levels of 2 and 3 must self-isolate for a 14-day period before returning to school or work. Monitoring/isolation should follow the latest CDC guidelines, which currently suggest at least 14 days without symptoms.

Procedures to Cancel Travel Arrangements for All Travel:

1. To cancel travel, email travel@pvamu.edu as soon as a notification is received from the event sponsor or if the traveler feels it is not safe to travel to their planned destination.
2. Provide the 5-Ws for the cancellation: Who, What, When, Where, Why.
3. Provide documentation of cancellation from conference or department/division email.
4. If flights need to be canceled, the Travel Office will contact CTP on the traveler's behalf, and attempt to negotiate the best possible outcome (refund, fee waivers, etc.).
5. The employee should cancel any other arrangements in Concur, with exception of airfare (i.e., hotel, car rental). Do Not cancel the flight in Concur.
6. The employee must also cancel the conference registration and seek a reimbursement from the sponsor.
7. All travel expenses for cancelled travel that was previously paid on a University credit card will be considered an allowable expense, and must be reported on an expense report in Concur.
8. If contracts with vendors need to be canceled send an email to contracts@pvamu.edu

Best Practices:

It may be prudent for everyone to re-evaluate domestic travel plans and only pursue critical travel.

Students, faculty and staff with symptoms are encouraged to self-monitor and isolate themselves at an off-campus or family residence whenever practical. Students should contact the Non-Emergency Coronavirus Information line below, if these options are impractical.

Students, faculty or staff with symptoms should call ahead to medical facilities to ensure medical personnel can be prepared or can direct the person to local health authorities.

See attached flyer for recommended safety measures to help prevent the spread of respiratory diseases like COVID-19.

Be vigilant and watch for updated information on PVAMU's website and on social media.

Additional information will be shared, as it becomes available.

Contact information:

Travel Services: Email: travel@pvamu.edu or Phone: 936-261-1736

PVAMU Non-emergency Coronavirus Information Line: 936-261-9000

On campus medical emergency: 936-261-1375.

Off campus medical emergency: 911