The purpose of these Guidelines is to assist the University of Pennsylvania Health System employees and medical staff to make informed decisions when planning personal travel, including for vacations. Despite reopening decisions by many states and countries, both domestic and international travel continues to pose risks due to COVID-19. While all employees and medical staff are encouraged to take vacation time, decisions about whether to travel, where to travel, how to get there and what to do while there all have the potential to impact not only you and your family but also your colleagues and our patients with whom you will be back in contact upon your return.

As you consider personal travel plans, keep the following in mind:

- Expert guidance strongly discourages travel and recommends staying at home as much as possible.
- Because of the significant risks posed by international travel and by cruises, expert guidance recommends up to a 14-day self-isolation period upon return from either. For this reason, both international travel and cruises should be avoided. In addition, some international destinations may require those arriving to self-isolate for up to 14 days upon arrival.
- Traveling long distances by public transportation – airplanes, trains, buses – can increase the risk of COVID-19 transmission due to a lack of physical distancing and surface contact and should be avoided, if possible. If not, appropriate precautions should be taken (e.g., wearing masks, physical distancing, frequent hand washing, cleaning).
- Other types of domestic travel also pose risks. There is a higher risk of exposure to COVID-19 in areas that are considered hotspots. In addition, accessing and spending time in public places (e.g., public restrooms and rest stops) or in lodging used by others (e.g., hotels and rental properties) also pose risks and appropriate precautions should be taken (e.g., wearing masks, physical distancing, frequent hand washing, cleaning).
- If you decide to travel, it is important to continue to take appropriate COVID-19 precautions while you are traveling to and from your destination and while you are there. This includes continuing to practice physical distancing, frequently washing your hands, and wearing masks at all times in public. If you or a family member with whom you are traveling develop COVID-19 symptoms (see below) while on personal travel, seek medical guidance.

Before you leave for personal travel:

- Follow regular procedures for requesting time off for personal travel. Requests will be considered in light of operational needs. Supervisors will consider time off requests even if you have exhausted your applicable paid time bank(s). If your request is approved and you do not have accrued paid time available, the time away will be unpaid.
• If you are traveling internationally or taking a cruise, let your supervisor know this and that you will need to self-isolate upon return for up to 14 days. The self-isolation period will be determined by Occupational Medicine / Employee Health. Discuss with your supervisor whether you are able to work remotely during the self-isolation period. For self-isolation in this limited situation, and notwithstanding anything to the contrary in the HR Guidelines, you may use your accrued Vacation, Personal, PTO, MyTime or PTB, as applicable; otherwise, this time will be unpaid.

During the 14 days following your return from personal travel other than international travel or a cruise:

• Be diligent about complying with the Penn Medicine universal masking guideline; wear a mask at all times when at work.
• Practice physical distancing and frequent handwashing.
• Monitor yourself for symptoms, as well as any family members who traveled with you. Symptoms you are monitoring for include a temperature (fever greater than 100.0) or 2 or more of the following symptoms:
  • New cough
  • New shortness of breath
  • Sore throat
  • Headache
  • Myalgia
  • Loss of taste
  • Loss of smell
  • Chills or shaking chills
  • Gastrointestinal symptoms

If you or a family member who traveled with you develops a temperature or develops two or more of the above symptoms, you may not come to work or you must leave work immediately after notifying your supervisor. You must also contact Occupational Medicine / Employee Health for interview and appropriate instructions. If you are instructed by Occupational Medicine / Employee Health to self-isolate or if you become sick with COVID-19 within the 14 days following your return from personal travel, this will be considered a non-work related absence.

These Guidelines are intended for use during the COVID-19 pandemic and should not be construed as modifying any existing policy. The Guidelines will be reviewed and amended, as necessary, as the COVID-19 pandemic continues to evolve.