NIC Travel guidelines for instruction related activities

Student travel for instruction is an integral part of the teaching and learning environment for students and faculty in many programs. With updated guidance from the CDC and subsequent revision of NIC’s practices and expectations related to COVID, NIC Rebounds proposes adoption of the following for instructional travel, **effective August 27, 2021 until further notice.**

Assessment of the need for travel:

Each program is expected to consider if there is an instructionally viable alternative to travel to support student achievement of learning outcomes for a course or program, particularly in light of experience in AY 20-21. Whenever in-person and budgetarily supported travel activity is best suited for student learning, following established college authorization processes, programs will adhere to the practices below for NIC vehicles and arrangements. In all other situations that involve NIC personnel and students for domestic, international, and public transportation, current CDC guidelines will apply: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_1617376530945 (as of 8.27.21, and updated when revised by CDC, subject to regional, state, or college practices as adopted.)

Self-assessment:

If a person is feeling ill, whether students, staff, or faculty, they should not travel unless symptoms are from a pre-existing condition. For example, known allergies, irritable bowel, asthma, etc.

Vehicle travel:

- All occupants using campus vehicles must maintain at least 3 feet of distance in a vehicle.
- In all cases, whenever practical given weather conditions, vehicle windows should be open for air circulation, or if air conditioning is needed, with venting to bring in fresh air.
- Motor Pool/Facilities will post the carrying capacity per the 3 feet of minimum distance between occupants. The faculty or staff member overseeing these activities are expected to abide by that occupancy limit for the duration of travel.

Travel Log:

In all cases a travel log of participants will be maintained by the program or office arranging the travel to assist with contact tracing if so needed.

Cost and CARES funding:

When reserving vehicles from the transportation department, please indicate the amount of funds spent to comply with COVID Travel Restrictions. These will be forwarded to the business office for CARES funds reimbursement.

Risk documentation and individual travel:

If permitted by the program, self-transportation may be used, with the following provisos:

- In all cases, travelers will in advance, during a course orientation, or early in the semester, sign an acknowledgement of their responsibility for and understanding of the potential risk for
COVID-19 exposure with self-transportation. Any such waiver will follow college guidance as to the language and form of the document, which will be saved in the division office and if requested, provided to the college business office.

- Those choosing to transport themselves to activities, when approved by the program, are still subject to any course fees established for student travel and will not be refunded those fees.

Exceptions:

- Any exceptions to the guidance above need to be requested at least one week in advance, through the respective director or chair, forwarded to the reporting dean for consideration, and approved by the Vice President for Instruction before such alternative arrangements occur.