

COVID-19 Risk Mitigation Travel Plan for Course-related Overnight Trips and Day Trips

Purpose

- a. This plan addresses specific protocols, procedures, and requirements for courses involving travel in the Department of _____.
- b. All instructors and students will follow the Face Coverings in Response to COVID-19 [Policy 302.8](#) for Appalachian State University and any other university policies required for mitigation of transmission of SARS-CoV-2.

Plan

Travel Information:

Faculty Member/Instructor:

Course name and number:

Trips Dates and Locations:

Rationale and/or course description:

Before Travel:

- a. No one showing symptoms of COVID-19 (*fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea*) will be allowed to participate in group travel.
- b. Please check [CDC guidelines](#) to ensure travelers do not need to quarantine or isolate.
- c. Instructors will reiterate both points to the students traveling. By participating in travel, travelers (instructors and students) attest that
 - i. they do not exhibit symptoms of COVID-19 and,
 - ii. they do not need to quarantine or isolate based on [CDC guidance](#).

During Travel:

- a. All passengers riding in a University van will wear a face-covering while in the vehicle in accordance with Policy 302.8.
- b. Face coverings will be made available to passengers who do not bring their own.

- c. Eating or drinking will not be allowed in the vehicle during group travel during short day travel and minimized during longer trips.
- d. When space is available, passengers will be spaced out in the vehicle to the best of their ability. They will avoid sitting on the same row as another passenger or sitting directly in front of, or behind, another passenger when possible.
- e. When possible, windows will be down during travel to provide fresh air circulation.
- f. The driver will take the shortest route possible to reduce the duration of travel.
- g. All passengers will wait until the last minute to board the vehicle and depart as soon as they arrive at the destination.
- h. Social distancing of >6ft will be maintained when possible.
- i. If appropriate and the student is more comfortable in their own personal vehicle they have an option to meet at the location.

Cleaning and disinfection:

- a. Vehicles transporting students will be supplied with commercial disinfecting spray and antibacterial supplies and to spray and wipe high “touch” areas in the vehicle (door handles, seatbacks, hold rails, steering wheel, gear shift, console and rear view mirror etc.) after each use.
- b. Sanitizing wipes or hand sanitizer will be available in the vehicle for passengers.
- c. Any shared equipment will be cleaned with 70% ethanol and/or commercial disinfecting spray (e.g. vindicator) between each trip.

Approval process

- a. Instructors must submit a copy of this plan along with a list of students to their department chairs.
- b. Plans must be approved first by the department chair and then by the dean/associate dean of the college.
- c. Deans/associate deans communicate approval to the instructor and the department chair.