



MEMORANDUM

To: King's College Community
From: King's College Administration
Date: March 6, 2020
RE: Travel Guidance due to the Coronavirus (COVID-19/SARS CoV-2)

King's College is monitoring the incidences of COVID-19 and College-related international travel by students and College employees.

The College does not have any current programs (study abroad, service, athletic or other) located in countries designated by the Center for Disease Control (CDC) as at a Level Three or Two Travel Health Notice. Current level three countries are China, Italy, South Korea and Iran while Japan is at level two.

The College will not initiate programs in countries that are identified as level three and two.

All College-related international travel must be approved as part of the planning process by the appropriate vice president level staff member (Provost, Director of Campus Ministry/College Chaplain, Vice President for Student Affairs, Vice President for Institutional Advancement). Departments planning international travel are to include as part of their preparation conversations that cancellation or shortening the program may be required due to the changing nature of the situation.

Personal Travel

College community members participating in personal international travel should take all recommended precautions as issued by the CDC and the US Department of State. Prior to any travel, individuals need to check with those agencies regarding travel restrictions or advisories.

Individuals who travel to a CDC Travel Advisory level three or two country are required to complete a 14-day self-quarantine prior to returning to campus. Upon their return to the United States, employees are to contact their supervisor and the Director of Human Resources. Students who return from a level three or two country are to contact the Office of the Associate Vice President for Student Affairs and Dean of Students.