



MEMORANDUM

TO: Faculty and Staff *mllb*
FROM: Mickey L. Burnim, Interim President
DATE: March 5, 2020
SUBJECT: COVID19 and Personal and Professional Travel

Some members of the faculty and staff may be scheduled to travel for professional or personal activities, in the near future. Given the continued concerns that the effect of a coronavirus outbreak may have on campus life and on the life of each individual, it is important that each of you consider whether or not you will maintain your scheduled, professional travel plans. All individuals planning to travel should review new travel restrictions being enforced due to COVID-19. An up-to-date list can be found on the Centers for Disease Control and Prevention website.

If you decide not to complete scheduled *professional* travel, please, communicate your decision, immediately, with your departmental or divisional supervisor so that registrations, accommodations, or transportation can be cancelled with as little financial loss as possible.

If you decide to follow through with your travel plans and travel to areas where you may be exposed to COVID-19, you may be subject to voluntary self-confinement, upon your return. The university's intent is to protect the safety of all students, faculty, and staff on our campus.

As we carry-on with discussions and plans for the impact of a coronavirus outbreak, we will continue to share information with the campus community.

Thank you.