

## Essential Research Travel Guidance

This document contains information and recommended practices to assist researchers in engaging in essential research travel. In addition to these practices, Syracuse University's general policies, protocols and recommendations for faculty, staff, and student researchers returning to campus must also be followed.

### Essential Research Travel

\*\*\*Modified June 24, 2020 to include definition of Syracuse University Travel.

For faculty, researchers, postdoctoral scholars and graduate students, essential travel is defined as travel required to:

- preserve the safety of a research subject and cannot be postponed; or
- preserve the continuity and results of a research activity and cannot be postponed.

For the purposes of this guidance, researchers who are traveling more than 100 miles from Syracuse, NY within the context of their research responsibilities are considered to be on Syracuse University Travel. Please see the Syracuse University [Travel Safety Policy](#) for more guidance.

For faculty, researchers, postdoctoral scholars and graduate students, travel to attend professional or educational conferences is defined as non-essential.

### Travel Approval and Registry

Submit your application for [Approval for Essential Research Travel](#), allowing at least 5 business days for such approvals. Once approved, faculty member, researcher, postdoctoral scholar, or graduate student research travel must be registered on the University [travel registry system](#) prior to the commencement of the trip. Researchers must apply for approval and register for each unique trip, even if the trips are repeated at regular intervals.

The University's online travel registry is currently in beta testing. While we expect full functionality at this stage of development, if you experience a difficulty please contact Seth Tucker, Director of Global Safety and Support, at [satucker@syr.edu](mailto:satucker@syr.edu) or 315-443-1968 for assistance.

### Preparing for Travel

Researchers should develop a clear plan as part of fieldwork safety to include how elements of social distancing, interactions, transportation, emergency actions, disinfection, touch protocols, and communication related to COVID-19 will be handled.

The following planning and preparation recommendations to minimize risks should be followed for travel occurring during the COVID-19 pandemic:

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- Continue to monitor federal and state orders with respect to access;
- Maintain robust communication to receive updates or get assistance, maintaining a frequent check in schedule;
- For overnight trips, ensure extra lodging is available to maintain social distancing, i.e. single rooms, single tents;
- Even for small groups, discuss transportation options to maintain social distancing;
- Avoid public transportation when possible and other venues that may conflict with CDC guidelines;
- Before departure, the researcher should review with the PI a written contingency plan in case someone becomes symptomatic for COVID-19, including the nearest clinic to the field location that will run COVID tests;
- A first aid kit should be assembled and must include a thermometer for daily health screenings;
- Cleaning supplies such as disinfectant and hand sanitizer should be obtained from Environmental Health and Safety Services prior to travel.

### Health and Safety Guidelines and Protocols While Traveling

All researchers should refer to the [HR guidelines](#) contained in the return to campus plan, including:

- Wherever possible, leave 6 feet of distance between yourself and another individual. If you must be closer than 6 feet due to environmental constraints, always wear a mask or face covering;
- Choose phone, email or videoconference interactions instead of face-to-face interactions whenever possible;
- Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place or used a shared object (e.g., door handle, elevator button);
- Use an alcohol-based hand sanitizer (at least 60 percent alcohol) if soap and water are not readily available;
- Conduct a [health screening](#) daily while on travel;
- Any shared equipment must be cleaned with an approved COVID-19 disinfecting product (70% ethanol or an equivalent solution) after each use.

If you experience a crisis while traveling, please contact the Department of Public Safety's dispatch center at 315-443-2224 at any time and provide a number where you can be reached. The dispatcher will alert the Global Safety and Support office and a member of the team will call you back to offer assistance.

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### Requirements for Return to Campus After Travel

\*\*\*Modified June 24, 2020 to alter guidance on quarantining.

After you return to Syracuse following travel, researchers must follow [any state guidance on quarantining](#) before coming back to the university campus.

If a researcher is under quarantine and has collected research samples during field work that must be stored immediately on campus, please arrange for a colleague to pick them up outside of the Syracuse University while maintaining social distancing.