

Phase IV Personal Travel

At this time, Texas Tech University strongly discourages any domestic or international travel for personal reasons. To assist us in our efforts to support the safety and security of our university, please reconsider all travel plans. If you determine that travel is necessary, please carefully consider the avoidance of places identified with a travel health warning notice by the Centers for Disease Control and Prevention (CDC) and be aware of the possibility to alter your plans as the spread of COVID-19 continues to develop.

If your travel was to an area within the United States where there is community-based spread of COVID-19, to a country identified by the CDC with a travel health notice warning of Level 3, or on a cruise, you will be required to self-isolate off campus for 14 days.

Upon your return, if you are required to self-isolate, please contact Human Resources to direct you on how to report your time. The University reserves the right to deny emergency leave (including non-working pandemic leave) and require normal leave procedures for any team member who knowingly travels to an area within the United States with a high risk of COVID-19 cases, to a country designated by the Centers for Disease Control and Prevention at risk for COVID-19 transmission, or on a cruise.

If you are currently working from home under an emergency remote work agreement, you will continue to work under that agreement ensuring that you do not come to campus for those 14 days. If you get sick and can no longer work, please follow normal sick leave procedures.

To assist us in providing support to students, faculty and staff who travel (whether internationally or domestically) and to ensure that we can adhere to appropriate screening before your return to work and school, please fill out this form before leaving on a trip to identify your travel plans.

Click on this [link](#) to view detailed information about travel health notices from the CDC.

Click on this [link](#) for guidance from the CDC regarding travel within the United States.

For questions and concerns please see the contact information below.

For staff and student employees:

Office of the President
Grace Hernandez
Associate Vice President & Chief of Staff
Grace.hernandez@ttu.edu
806-742-2121

For faculty:

Office of the Provost
Dr. Rob Stewart
Sr. Vice Provost
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806-834-3917

The information provided will be handled confidentially within TTU and reported as required.