



**NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS**

Title	TRAVEL POLICY
Authority	Board of Trustees
History	Effective January 11, 2007
Legal Reference	
Additional References	
Responsible Offices	Vice Chancellor for Academic Programs, Vice Chancellor for Administration
Classification	8100

1. PURPOSE

The North Carolina School of Science and Mathematics enacts this policy to guide its response to world emergency events that impact School programs and School constituents. The import of this policy is to reduce the incidence of exposure to high risk events including but not limited to serious medical conditions, terrorism, civil unrest, and declared or undeclared war.

2. POLICY STATEMENT

The University of North Carolina or the School may restrict travel on University or School programs or on University or School business where high risk events are occurring, have occurred, or are likely to occur. The travel restrictions may apply to any worldwide locations. A particular restriction may be a total travel ban to such location or it may be limitations on the mode or manner of travel or accommodations.

3. PROCEDURES

3.1. The Vice Chancellor for Academic Programs will make the decision to restrict travel. He or she may consider the following advisories or recommendations.

- Travel notations by the United States Department of State (DOS) or the United States Department of Justice (DOJ)
- Travel notations by the Centers for Disease Control (CDC)
- Travel notations by the World Health Organization (WHO)
- For avian flu or related viral events, recommendations from the Pandemic Flu Committee
- For emergency events in study abroad countries, recommendations of the Vice Chancellor for Administration.

3.2. Any decision by the Vice Chancellor for Academic Programs to permit travel to areas where the DOS, CDC, or WHO has issued restrictions will be made only for exceptional circumstances and only where the safety of the School participants can be reasonably assured.

- 3.3. Where the Vice Chancellor for Academic Programs has restricted or banned travel, no School funds, property, equipment, materials, or gifts on behalf of the School may be used for such travel or to enable such travel. In addition, university insurance and other protective measures will likely not respond to incidents or travel occurring in these areas.

4. SPECIAL PROCEDURES FOR AVIAN FLU OR RELATED VIRAL EVENTS

The following steps will be followed for travel that occurs during or in anticipation of an outbreak of avian flu or a related viral disease.

- 4.1. The Vice Chancellor for Academic Programs will review information from CDC, WHO, and other medical agencies and will consult with the Pandemic Flu Committee to determine when and where an outbreak of a viral condition is occurring or is anticipated. The Vice Chancellor for Academic Programs will post a list of these areas and will issue procedures concerning travel to these areas.
- 4.2. If it is determined that a risk of infection is possible, the Vice Chancellor for Academic Programs may issue a ban on travel to these areas. No School programs or School business may thereafter travel to these areas until the ban is lifted.
- 4.3. Any decision by the Vice Chancellor for Academic Programs to permit travel to areas where DOS, CDC, or WHO has issued restrictions will be made only for exceptional circumstances and only where the safety of the university participants can be reasonably assured.
- 4.4. If School students, faculty, staff, or other participants in School programs or on School business are already in the affected areas, the Vice Chancellor for Academic Programs will consider appropriate steps for entry or re-entry of these individuals to campus. These steps may include a self-quarantine for a set amount of time as determined by the Vice Chancellor for Academic Programs. These measures may be implemented regardless of whether the individual is symptomatic.
- 4.5. The Vice Chancellor may issue similar bans and restrictions for international students or other individuals entering the United States and coming to the School from affected areas.
- 4.6. A fitness for duty examination may be ordered as part of the re-entry restrictions depending on the nature and virility of the virus at issue.
- 4.7. Regardless of whether the Vice Chancellor for Academic Programs has issued travel bans or restrictions for a specific area, if School students, staff, faculty, or program participants have knowledge of a viral outbreak, as described above, they must notify the Vice Chancellor for Academic Programs immediately for instructions and/or restrictions for return to campus.
- 4.8. The Vice Chancellor for Administration shall coordinate with appropriate campus offices to ensure that information about this policy and related implementation steps, including a list of countries in which avian flu has occurred, are periodically disseminated to the School

community, for example in enrollment and orientation packets, handbooks, attendance procedures and communications to parents and new employees.