

## COVID-19 INTERIM DOMESTIC TRAVEL BY VEHICLE GUIDELINES FOR FACULTY, STAFF, AND STUDENTS

Auburn University encourages field experiences and opportunities for students to travel for academic, scholarly, engagement and outreach activities that enhance the student educational experience. This includes academically related travel, such as field trips, field research, meetings and conferences of academic organizations where a student is attending/participating due to their affiliation with the University, and other travel such as recreational sports club or registered student organization trips, and other travel related to programs that are not purely for academic related purposes. In addition, as the University reopens and reengages with other universities, industries, research and instructional initiatives, and governmental agencies, it is to be expected that faculty and staff will engage in travel closely tied to these activities.

Beginning with the Fall Semester 2020 Auburn University faculty, staff and students may resume some limited domestic travel activities by following appropriate personal and community COVID-19 safety precautions. These guidelines apply only to domestic vehicle travel that will take place in passenger vehicles, including university-owned vehicles, as well as chartered ground transportation. These guidelines should not be interpreted as blanket permission for all activities. Faculty, staff, and students are asked to work with appropriate unit leaders to obtain the necessary permissions that may be required.

Some factors to consider when evaluating domestic vehicle travel include: whether the activity is mission critical or academic completion critical; whether the activity could be postponed, moved online, or done by phone; the number of travelers and whether the travelers can practice physical distancing. Travelers should heed the advice of authorities in the states they are departing from and to which they are traveling. For further advice, please consult the CDC's [Considerations for Travelers](#). In addition, the university recommends the following guidance for domestic vehicle travel:

- Travelers should make every practical and reasonable effort to practice [physical distancing](#) during the trip. CDC guidance is to keep 6 feet of physical distance from others, including in vehicles. Campus units should consider the use of multiple vehicles for travel to allow travelers as much distance in vehicles as possible and for a short of a duration as possible.
  - For passenger vehicles and trucks no more than two travelers are allowed per vehicle for local travel of a duration of 15 minutes or less. Trips of more than 15 minutes should only have one traveler per vehicle.
  - For all vehicles types one traveler is allowed per row regardless of trip duration.
  - Chartered bus transportation will be assessed on a case-by-case basis.
- Campus units should consider the number of employees or students traveling to the same location and consider staggered trips if possible.
- Faculty, staff, and students who are hesitant to travel in university provided transportation may use personal vehicles for travel but are strongly encouraged to follow the recommendations provided in this guidance. Use of personal vehicles is at your own risk and the vehicle owner's insurance will be in effect in the event of an accident.
- Travelers who are at a [high risk for severe illness](#), such as older adults or someone with an underlying medical condition, are considered to be in a vulnerable risk category and should not travel in passenger



vehicles, trucks or vans with multiple occupants unless they are roommates or family members who they are exposed to on a daily basis.

- All travelers need to self-monitor prior to travel and if they have any [COVID-19 symptoms](#), they should not participate in the trip. Self-monitoring should be repeated daily for multi-day trips.
- If travel is necessary follow CDC guidance for [protecting yourself and others](#) during the trip.
- Prior to travelling turn on the vehicle, open all windows and run air or heat for at least 5 minutes with outside air on, not cabin recirculated air. While travelling run air or heat and keep vents open to allow for outside air to circulate through the vehicle. Ride with windows open as much as possible to allow for outside airflow.
- Travelers should [wash hands](#) often and have a process to clean hands (hand sanitizer).
- [Face coverings](#) should be put on prior to entering the vehicle and should be worn for the duration of the trip if more than one traveler is in the vehicle.
- Making stops along the way for gas, food, or bathroom breaks can put travelers in close contact with other people and surfaces. If a stop is needed the hand hygiene process should be repeated before re-entering the vehicle. No eating or drinking should occur during travel in the vehicle.
- Non-participant guests are not allowed to travel in the vehicle once the trip has started.
- Campus units should establish a protocol for [cleaning and disinfecting](#) the vehicle after each use.

This guidance is subject to change based on recommendations from Federal or State health authorities.

#### Additional Guidance

[Auburn University Fleet Safety Policy](#)

[Auburn University 12 and 15 Passenger Van Policy](#)

