

In response to the COVID-19 pandemic, the Institute has implemented the following guidance for all members of the campus community. In all circumstances, travel should be limited or delayed to the extent possible as part of our continuing effort to mitigate the spread of infection and promote a healthy community. This guidance will be updated as the situation evolves.

Caltech-sponsored travel

All non-essential Caltech-sponsored travel (domestic and international) is suspended until further notice. Faculty, staff, graduate students, or postdoctoral scholars may be approved to participate in Institute-sponsored travel when it is deemed essential. Essential travel will most often satisfy one or more of these conditions:

- The travel is directly related to research or other functions that support the global response to the pandemic.
- The travel is required for Caltech-related employment, research, teaching, or administrative responsibilities.
- The travel is in support of a critical university research/scholarship function that cannot be deferred or accomplished remotely.

Caltech-sponsored travel must be approved by the cognizant division chair, administrative vice president, provost, or president. No trips should be scheduled prior to receiving approval.

Approval must consider the need for individuals to self-monitor for 10 days after travel, to limit access to campus, and to potentially undergo testing. COVID-19 testing can be arranged via Student Wellness Services (SWS).

Once your travel has been approved, please contact Student Wellness Services by email at covid19@caltech.edu for a consultation regarding your specific circumstances and arrangements.

Personal travel

All members of the community are strongly discouraged from engaging in personal travel and from participating in any activity that may increase risk for transmission of COVID-19.

If you choose to travel, for 10 days after travel, you should monitor yourself closely for symptoms, stay home as much as possible, and access campus only if necessary. Contact the Disability and Leave Administration Unit (DALU), your lab supervisor, or your division administrator to arrange a schedule that keeps you off-campus during that time if possible.

If at any point during your self-monitoring period you become symptomatic or have reason to believe that you were exposed to someone who has tested positive for COVID-19, contact

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Student Wellness Services by phone (626-395-6393, Monday-Friday, 8am–5pm), so that a medical provider can evaluate your situation and provide you with further instructions and information about COVID-19 testing.

We encourage all members of the community who are regularly reporting to campus or regularly interacting with others who are reporting to campus to please contact covid19@caltech.edu for consultation regarding your specific circumstances or travel arrangements.

Health and safety precautions

[CDC guidance](#) indicates that travel increases an individual's chance for contracting or spreading COVID-19. **Staying home is the best way to protect yourself and others from COVID-19.**

An individual's risk of exposure to COVID-19 depends on whether you and those around you are adhering to public health measures (maintaining at least six feet of separation from people outside your household and wearing face coverings), as well as the level of spread in the area in which you are traveling. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces, and also where it may be difficult to maintain physical distance.

Members of the campus community are expected to adhere to all health orders and requirements for their travel destination at the time of travel. (For instance, if your travel destination has specific requirements, including a 10-day quarantine upon arrival, members of the community should plan their time accordingly.)

Individuals returning from travel should monitor their health closely, continue to follow the CDC recommendation to stay at home as much as possible, and adhere to these guidelines:

- Take your temperature twice daily and monitor for fever. Also monitor for [other symptoms of illness consistent with COVID-19](#), including cough, fatigue, and shortness of breath.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains at least 60 percent alcohol immediately after coughing, sneezing, or blowing your nose. Soap and water should be used if hands are visibly dirty.
- Do not share personal hygiene items, beverages, or meals with anyone.
- If you experience any of the following symptoms, [report your illness through the COVID-19 Reporting application in access.caltech.edu](#), and notify your healthcare provider or Student Wellness Services *by phone* at 626-395-6393 (do NOT walk in):
 - Your temperature is higher than 100.0F/37.7C
 - You have a cough, difficulty breathing, or shortness of breath
 - You have other [symptoms of illness consistent with COVID-19](#)

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- If your symptoms are severe, and your healthcare provider office is closed (i.e. during evenings or weekends), call your [local Urgent Care Clinic or Emergency Department](#)