



Travel Guidelines: COVID-19

The following are general guidelines for Kirkwood employees for travel in the wake of the current situation with COVID-19 (Coronavirus).

NOTE: Employees working in Health Occupations, Allied Health, and Nursing have additional travel restrictions related to COVID-19. Employees in these areas with questions about these additional travel restrictions should contact their supervisor.

Kirkwood-sponsored International Travel:

- Kirkwood employee international travel with or without students is suspended until further notice.
- All 2020/2021 Academic year study abroad programs have been canceled. Future study abroad program and program proposal decisions (May 2021 and forward) will be decided on a case-by-case basis by Global Learning following guidance from Department of State Travel Advisory levels, the Centers for Disease Control (D) travel health notices, and advice from international partners and institutions. Individuals with questions about Kirkwood study abroad programs and student international travel should contact the Dean of Global Learning, Dawn Wood.
- Job applicant travel for those who reside outside the US is suspended until further notice. Electronic means of communication (phone, video conferencing, etc.) should be used as an alternative. Hiring Managers with questions regarding the arrangement of alternative interview means for international job applicants should contact Talent Acquisition and Development Supervisor, Sarah Brown.

Personal International Travel:

- Employees are encouraged to avoid non-essential international travel. Kirkwood employees who do travel internationally are recommended to review travel guidelines provided by the [Center for Disease Control](#). Employees returning from international travel should notify both their supervisor and Kirkwood HR of any international travel to receive clearance for return to work.

Kirkwood-sponsored Domestic Travel:

- All non-essential Kirkwood-sponsored domestic travel, including conferences for training or meetings, has been suspended until further notice. Employees are encouraged to review travel guidance provided on the [CDC website and Iowa Department of Public Health](#). Essential travel is defined as travel that is essential to the operation of the college; that no alternative method of convening is possible and that the health and safety of Kirkwood employees will be appropriately managed. All essential travel exceptions will need to be approved by the employee's immediate supervisor and Cabinet member.

Personal Domestic Travel:

- No restrictions at this time. However, employees traveling are encouraged to review the CDC's latest [guidance for travelers](#).