Date: March 23, 2021

SUBJECT: IMPORTANT DOMESTIC TRAVEL AND MEETING UPDATES

To: Faculty and Staff Appointed in CANR Departments and Schools

The following document will be placed on the CANR Travel Web Site in the near future.

The following is a summary of recent changes in guidelines relative to domestic travel and attendance at group meetings. Please note that these guidelines may change in the future as the COVID-19 situation evolves. Specific travel guidelines for individuals appointed in MSU Extension will be implemented by April 1, 2021 and adjusted monthly as conditions allow. We will keep you informed of any changes as they occur.

Guidelines for Traveling with Two Persons per Vehicle:

The following are guidelines for two MSU employees or students to travel together in the same vehicle. Note that passengers in a vehicle with a person testing positive for COVID-19 will likely be considered a close contact. Regardless of work location, MSU employees who test positive for COVID-19 are required to contact the University Physician to report the positive result and Environmental Health and Safety (EHS) to discuss clean up. Guidance on vehicle disinfection and necessary quarantine provided must be followed.

Travel Guidelines:

- MSU employees are not required to travel in a vehicle with another person except in a medical emergency.
- Two people are allowed only in vehicles with at least two rows of seats.
- More than two people per vehicle is not allowed, regardless of model of vehicle.
- All employees will be strongly encouraged to participate in the Spartan Spit program.
- Each person must wear a double mask at all times while in the vehicle.
- The two occupants of the vehicle are expected to be seated as far apart as practical, and diagonally within the vehicle.
- If weather permits, windows should be at least partially open (minimum of 2 inches) to increase allow air movement.
- Set the HVAC to external air.
- MSU employees are expected to complete the daily Spartan Health Screening.
- MSU employees should not report to work or travel on University business if they are sick.

**Daily Use Log:**

- A daily log of all vehicle users must be maintained by the PI or Farm Manager
- The use log is to be maintained for at least 30 days.

**Sanitation:**

- Users are expected to wash hands or use a hand sanitizer prior to entering and upon exiting the vehicle.
- The interior of the vehicle is to be disinfected after each use following MSU EHS guidance. Instructions are [here](#).
- A hand sanitizer should be used after fueling the vehicle.

**Guidelines for Attending Meetings Sponsored by Non-MSU Organizations:**

Attendance at meetings sponsored by non-MSU organizations is allowed if the employee is comfortable, under the following conditions:

- The meeting must conform to current DHHS guidelines. As of this memo, the maximum number allowed for indoor non-residential meetings is 25 and for outdoor non-residential meetings is 300, with masks and social distancing required. Current DHHS guidance can be found [here](#).
- MSU employees must follow the [MSU Community Compact](#).
- MSU employees are expected to complete the daily [Spartan Health Screening](#).
- MSU employees should leave a meeting if it does not comply with DHHS guidelines.

MSU-sponsored group meetings and other meetings held on University property are currently not approved. A decision on these meetings will be made at a later date.

**Travel Approval Process:**

All approved Essential Field Research Projects and Essential Non-Research Activities are automatically approved for in-state travel. There is no longer a need to apply for travel waivers for in-state travel associated with an approved Essential Field Research Project or Essential Non-Research Activity. In-state travel not directly connected with an approved Essential Field Research Project or Essential Non-Research Activity requires a separate travel waiver. Faculty who anticipate being asked to inspect problems, such as crop damage or livestock disease, may
request a travel waiver for the growing season related to this travel. Out-of-state travel requires a separate travel waiver. A Travel Reference Table is available here for guidance on requesting travel waivers.