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| **From:** | hrpartners-bounces@lists.uoregon.edu on behalf of Sandee Bybee |
| **To:** | hrpartners@lists.uoregon.edu |
| **Subject:** | [Hrpartners] COVID-19: Request for information related to select anticipated incoming international travelers |
| **Date:** | Monday, March 09, 2020 10:15:14 AM |
| **Attachments:** | Email from supervisor to employee returning from a CDC Level 3 country_final.docx<br>ATT00001.txt |

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*SENT ON BEHALF OF MARK SCHMELZ, CHIEF HUMAN RESOURCES OFFICER AND ASSOCIATE VICE PRESIDENT, AND ANDRE LE DUC, CHIEF RESILIENCE OFFICER AND ASSOCIATE VICE PRESIDENT*

The university is dedicated to diversity, equity and inclusion, and supports and encourages the exchange of ideas that occurs through international travel. The guidance in this email is meant to ensure that exchange can happen in a way that protects the health and safety of our campus community while also reducing the burden on visitors who may be subject to restrictions upon arrival.

As you know, there are several countries for which the Center for Disease Control and Prevention (CDC) has issued a Level 3 (Avoid Non-Essential Travel) travel alert, which means that self-isolation upon entry into the US, for up to 14 days, is currently being recommended by the CDC.

While most UO-sponsored employees who are traveling internationally are documented in Concur and visiting scholars and students are documented via Division of Global Engagement, we need your help to identify any additional travelers coming or returning from any of the Level 3 countries--**China, Iran, Italy and South Korea**-- **as well as Japan**, which is currently a "Level 2" country (Enhanced Precautions) with no self-isolation recommendation. (Because the University routinely has incoming students, visiting scholars and guests from Japan, we are interested in having accurate traveler information related to that country as well.)

SHORT-TERM VISITORS

If you are aware of **a short-term visitor** (e.g., a prospective employee coming for an interview, a person visiting to attend a meeting or event hosted by UO) coming *only from the above-listed countries*, please complete the steps below:

STEP 1. Gather the following information about the traveler to the extent available:

- The traveler's name and their cell phone number (or email address if cell not available)
- Country from which they are traveling
- Their anticipated arrival date and planned length of stay in US*
- Purpose of the traveler's trip here
- Where the traveler plans to stay during their visit
- Department, department contact person, and their cell phone number

*IMPORTANT: If the traveler's planned trip is short enough that a 14-day self-isolation would add undue burden to the traveler: Please work with the traveler and/or the traveler's sponsor to consider cancelling the trip.

STEP 2. Submit the gathered information into this form ideally as soon as possible, but no later

than 7 days prior to the departure:
https://app.smartsheet.com/b/form/8e3228c614a449ecb07491b090266dfd

EMPLOYEES CURRENTLY ABROAD

If you happen to be aware of an **employee** (e.g., an employee presenting at a conference whose trip has been arranged through another entity, an employee away on vacation) who will be returning *only from the above-listed countries*, please take the following steps:

STEP 1. Submit the following information into our centralized, online webform:

- Employee's name, supervisor name, and department
- Country from which they are returning
- Anticipated/estimated return date

STEP 2. Work with the supervisor to ensure the attached email is sent to the employee (ideally several days) prior to their anticipated/estimated date of return.

Last, as you know, the university is regularly updating a page with answers to FAQs and other university specific information here, https://www.uoregon.edu/coronavirus. If you have a question or concern about this request or COVID-19, please submit that through our centralized, monitored online webform, and we will get back to you with a response.

Thank you for your help.