Travel Safety Guidelines during COVID-19

These guidelines are intended to help all SF State students, faculty, and staff stay informed and safe during work-related travel.

General Travel Guidance

*California State University (CSU) has suspended all non-essential international and domestic travel for all faculty, staff, and students, through June 30, 2021.*

- CSU employees must follow campus specific guidelines regarding Concur and paper travel. Contact Travel Services for clarification.
- You must have a Travel Request approved by the President in order to travel on university business.
- Apply hand sanitizer or wash hands with soap and water for 20 seconds upon exiting airplanes, buses, trains or vehicles and maintain a 6-foot distance from others whenever possible.
- Check that all necessary supplies are available before travel. For instance, all travelers should have enough face coverings, hand sanitizer, and disinfecting wipes for daily use. Consider packing extra supplies in case of unexpected delays.
- Do not touch your face or face covering without first disinfecting your hands.
- Do not travel if you are sick or awaiting COVID-19 test results.
- Maintain social distancing, whenever possible, when you enter and exit airplanes, buses, trains, or any area with crowds or lines.
- Stay informed of any current travel restrictions from the Centers for Disease Control and Prevention and any implemented by local authorities at many destinations.
- Use touchless payment methods when possible. Avoid touching surfaces commonly used by others.
- Verify any requirements for isolation after travel to or from your destination.
- Avoid using public transportation during peak hours when possible.

Taxis or Ride Hail Services

- Avoid riding with drivers or passengers that are showing COVID-19 symptoms.
- Request ventilation in the vehicle, such as opening windows or not recirculating air from the air conditioner.
- Ride with the fewest passengers possible. Sit in the rear of the vehicle to increase the social distance from the driver.

Rental Cars

- Disinfect commonly touched surfaces before and after vehicle use, including cup holders, door handles, gearshift, lock and window controls, mirrors, seatbelts, steering wheel, stereo, and air...
Travel Safety Guidelines during COVID-19

- Limit the number of occupants so that social distancing can be maintained. When social distancing cannot be maintained, each individual should wear a face covering.
- Increase ventilation through the vehicle by opening windows or not recirculating air from the air conditioner.
- Use disinfecting wipes on all surfaces that will be touched before performing tasks, such as filling the vehicle with gas.

Airplanes

Note: Disinfecting wipes and up to a 12-ounce hand sanitizer are permitted in carry-on luggage.

- Avoid sitting next to another passenger when possible. In open-seating situations, select a seat to maintain social distancing when possible. If seat selection is minimal, try to sit where social distancing can be maintained.
- Disinfect all surfaces of the seating area with disinfecting wipes. Disinfect all surfaces you will touch, including armrests, seat belts, tray tables, seats and airflow controls.
- Limit the number of carry-on items that will be removed for security checkpoints. Disinfect any items that are removed from bags and placed in bins before returning to your carry-on luggage.
- Maintain social distancing from others when checking in for flights, especially in security checkpoint lines, open waiting areas, and lines for boarding the flight.
- Upon claiming checked baggage, disinfect handles and exterior surfaces with disinfecting wipes.
- Use electronic tickets to check in when possible. If not possible, clean kiosks with disinfecting wipes before use and apply hand sanitizer following use.
- Verify requirements for face coverings when visiting airports and while on airplanes.

Dining and Hotels

- Avoid restaurant dine-in service. Use curbside pickup or drive-thru takeout when possible.
- Verify your chosen hotel’s cleaning standards to ensure that rooms are disinfected between guests and are held for 72 hours between guests. Examples of hotel brands that follow these practices are Best Western, Hilton, and Marriot.
- Maintain social distancing while traveling and staying overnight. Use the stairs when elevators are crowded or wait for the next elevator.
Travel Safety Guidelines during COVID-19

What to do when returning from essential travel

Those who have recently traveled throughout the state and the greater U.S. should decide whether they need to self-isolate based on state and local travel restrictions and the rate of community spread to which they have been exposed. Up-to-date information and travel guidance are available from state and local health departments.

If you are ill and have traveled out of the country or to a high risk location in the last two weeks:

- Notify your local health care provider as soon as possible.
- Stay home and do not come to campus for classes or for work.
- Students with fever, cough, or severe illness should contact the Student Health Services Center before visiting the facility.
- Staff and faculty should contact their health care providers or the emergency room to seek medical attention as soon as possible.