

Travel: Health and Safety Review

The Chancellor has asked that each travel request have a health and safety review before it is sent to him for final approval.

The process for approval:

- Travel requests must be approved by the Dean or Vice Chancellor.
- If approved, forward request to Katrin Wesner-Harts for a health and safety review. Please send all materials to Abby Knight at knighta@uncw.edu.
- Requests will be reviewed at the end of the day on Monday, Wednesday, and Friday.
- Please let Abby know if there is an urgent request.
- We will send the review back to the Dean or Vice Chancellor within 24 business hours of the review.

Basic Guidelines:

All university travelers must follow these health and safety guidelines while travelling

- Wear face coverings when around other people (this includes indoors and outdoors). Face coverings do not need to be worn while alone in the car, or when alone in an office or hotel room.
- Observe social distancing of at least 6 feet. If the activity requires closer contact then the event must be reviewed.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Follow any additional health and safety guidelines of the organization or event that the traveler is visiting or attending.

Day trips to a location within New Hanover, Pender, Brunswick, and Onslow counties do not need a health and safety review, unless the Dean or Vice Chancellor has a specific concern.

Recurring trips to the same location only need to be reviewed once.

The traveler is responsible for reaching out for a second health and safety review if the COVID situation has worsened between the time the request was made and the time of travel.

Even if the travel was approved by the Chancellor, if at any point the traveler feels unsafe, they can discuss cancelling the trip with their supervisor.

Any questions about the process, contact Katrin Wesner-Harts at wesnerk@uncw.edu.