

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

### COVID-19 Procedures for Employees and Students Traveling on Official School Business

*Administrative policy effective as of September 29, 2021; revised December 28, 2021; revised January 12, 2022.*

- 1. Travel Permitted:** Employees and students may travel on official school business. Vaccinated and unvaccinated employees and students may travel. Students and faculty who have been approved for the semester-long remote option may not travel. Unvaccinated individuals or individuals who have not yet received and submitted proof of a COVID-19 booster who travel must arrange to continue testing each Tuesday and Friday (or on a similar schedule), even while traveling by working with the COVID Compliance Manager ([covidmanager@swlaw.edu](mailto:covidmanager@swlaw.edu)) in advance. This policy applies to all travel paid for with Law School funds of any type. It also applies to all travel in which the individual is serving as an official representative of Southwestern Law School (e.g., AALS meetings), even if another organization is paying some or all of the travel costs. This policy does not apply to advocacy competitions teams, as the Law School has issued separate procedures for those events.
- 2. Pre-travel Notice: Faculty members** who are traveling should notify the Vice Deans at least one month in advance of the travel, or as soon as possible if the trip is less than four weeks out. **Staff members** who are traveling should notify the Associate Dean for Operations and Risk Management at least one month in advance of the travel, or as soon as possible if the trip is less than four weeks out. **Students** who are traveling should notify the Associate Dean for Student Affairs at least one month in advance of the travel, or as soon as possible if the trip is less than four weeks out. We encourage the traveler not to purchase airline tickets or make unrefundable purchases before consulting with the appropriate dean. If the dean receiving the report has concerns about the travel, the dean will alert the COVID Response Team. The COVID Response Team or the Dean may, for good cause based on public-health reasons, deny the travel or place restrictions on the travel.

**3. Travel Protocols:**

- a. General protocols:** Southwestern employees and students should abide by CDC guidelines for travel and any local COVID rules, orders, or protocols.
- b. Masks:** Regardless of the protocols, regulations, or government orders in the city to which the employee or student is traveling, the Law School strongly urges that employees and students wear masks while indoors with others.

**4. Return to Campus:** For travel outside of California, Southwestern students and employees must follow the guidelines below. For travel within California, students and employees may return to campus immediately after the travel, unless they are experiencing COVID or flu-like symptoms or have been exposed to COVID; in those circumstances, they should consult their medical provider and follow the guidelines below.

- a. Fully vaccinated individuals who have had and submitted proof of receiving a COVID-19 booster:** Three to five days after returning to the Los Angeles area, these individuals should test with Nobility Health. After they receive a negative test result, they may return to campus. They should not access campus, except to test, before receiving the negative result, but do not have to quarantine. Students should use the temporary remote option, and faculty should teach their classes remotely between the time they return from the trip and receive a negative test result.
- b. Unvaccinated and partially vaccinated individuals and individuals who have not received and submitted proof of having received a COVID-19 booster:** Unvaccinated and partially vaccinated individuals, and individuals who have not received and submitted proof of having received a COVID-19 booster must continue testing with Nobility Health each Tuesday and Friday. They must not access campus, other than to test, until day eight, and only if their most recent test with Nobility Health is negative. During the seven days, students should use the temporary remote option, and faculty should teach their classes remotely.

**5. Questions:** Questions about this policy should be directed to the Vice Deans (faculty), Associate Dean for Operations and Risk Management (staff), Associate Dean for Student Affairs (students), or the COVID Compliance Manager (any category).