

Travel Requirements for Travel During COVID

Employee Business Travel
Employee and Visitors Traveling to Fermilab (Batavia)
Effective September 22, 2020

Revision History	Revision Date
Changed title to clarify as requirements, not guidance. Added note in Accessing Fermilab After Travel to clarify that testing is only required if travelers need to perform close proximity (<6ft) work within 14 days of arrival.	10/21/2020
Added Village resident personal travel requirements	12/11/2020
Added COVID testing requirements for international travelers	1/14/2021

Background

During the COVID-19 pandemic, business travel has been limited. As the laboratory and businesses return to normal operations, business travel is becoming more prevalent. This guidance document details requirements for people traveling via commercial airlines to Fermilab (in Batavia) and for Fermilab-funded business air travel to other locations.

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Fermilab COVID-19 Business Travel

Pre-Travel

Business travel during the COVID-19 era is very similar to pre-COVID-19 with exception of following Fermilab COVID control guidelines. While traveling on Fermilab business it is expected that travelers follow all Fermilab COVID-19 protective measures and continue to utilize the exposure risk chart ([link](#)). When visiting the travel destination the traveler should also follow any local COVID-19 guidelines and all host requirements (according to [FESHM 1011](#)). Please continue to follow all existing travel guidance and instructions from the Fermilab Travel Office.

- If you are exhibiting symptoms of COVID-19 ([link](#)) or have been in contact with an infected individual, you are required to be quarantine and may not travel on lab business.
 - The Travel Office shall obtain information about hotel options, cleaning processes, sanitizers available, etc. prior to travel to ensure adequate controls are in place.
 - Discuss with your supervisor tasks you will do in case you must quarantine while on travel (i.e. if you are identified as a close contact).
 - Review the Telecommuting Task Library for task ideas - <https://esh-docdb.fnal.gov/cgi-bin/sso/ShowDocument?docid=6065>
 - If you have not been assigned a Fermi owned laptop you should contact the service desk to request a loaner prior to travel. <https://fermi.servicenowservices.com/wp>
 - Inquire and understand the COVID-19 requirements set by the organization at your travel destination.
 - If your travel destination requires a negative COVID-19 test prior to arrival contact the Fermilab Medical Office at x3232 to schedule a test.
 - At a minimum, utilize and understand the Fermilab exposure risk chart for protective measures and also adhere to any host organization requirements. If host requirements cause any concern, please discuss with your supervisor and/or Division Safety Officer.
- Avoid high risk activities such as large social gatherings, being in crowds, or attending mass gatherings while traveling.
- Please follow this travel checklist when preparing for business travel.
 - <https://wwwnc.cdc.gov/travel/page/business>

- Entry and/or transit regulations, as well as the policies concerning COVID testing are subject to change on short notice. It is each passenger's responsibility to familiarize themselves with the country-specific regulations along your journey before you start your travel.
- For all travelers worldwide: It is possible to enquire about entry requirements at the embassy or consulate of the destination country in question.
 - Ensure COVID test results are always readily available.
 - It's a good practice to carry a paper/hard copy of the test results.
 - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html>
 - You may contact Medical to schedule your COVID test prior to travel from the U.S.
 - **Please be aware that additional costs may be incurred for COVID testing not completed at Fermilab.**

What happens if you get sick while on Travel?

- If you are very sick, go to the hospital, call 911, or use your Europ Assistance card to identify a nearby medical facility.
 - Ensure you carry your insurance card with you at all times.
- If you are exhibiting or have been in close contact with someone with COVID-19 symptoms you shall;
 - Quarantine at your travel destination,
 - Contact travel to extend stay, reschedule flight, car rental, etc.
 - Alert Hotel or place of stay.
 - Notify your supervisor, host organization and the Fermi Medical Office (x3232)

Note: Fermilab will arrange for the travel of one person to visit the business destination if the Fermi Traveler is admitted to the hospital.

Accessing Fermilab After Travel

Many people need access to the Fermilab site, in Batavia, after business travel. This includes employees who travelled to another location for business reasons, and it includes users, vendors and other visitors whose destination is Fermilab, Batavia.

The following is required of *everyone* after both domestic and international business airline travel to Fermilab, Batavia:

- If possible, as determined by the D/S Head, do not access the Fermilab site for 14 days and monitor yourself for symptoms (i.e. quarantine at home or hotel/Village residence). Please work remotely.
 - After 14 days without symptoms you may access the Fermilab site.
- If quarantine is not possible:

- Individuals may access the site but are not be allowed to work within 6 feet of anyone, regardless of protective measures, unless the results of a COVID-19 test are received (see below).
 - Note: Until negative COVID test results are received, business travelers must keep a minimum of 6 feet between themselves and others at all times, regardless of protective measures. COVID-19 testing is not required if this minimum distance can be maintained, and after 14 days close proximity work may be done with appropriate hazard analysis and protective measures.
 - Visitors intending to utilize Fermilab accommodations must live alone or with travel companions in the Village (if vacancy) or live off site until negative results of a COVID test are received (5 days after arrival- see next bullet). Once a negative result is received individuals may live in group housing.
- A COVID-19 test must be administered no sooner than 5 days after arrival to Fermilab (test administered by Fermilab). Schedule tests with the Fermilab Medical Office (x3232).
 - If the test result is negative, no other action is necessary, and close proximity work may proceed (with appropriate hazard analysis, PPE, protective measures). If the result is positive, you must isolate, and contact tracing will be done.
- All travelers shall:
 - Avoid high risk activities such as large social gatherings, being in crowds, or attending mass gatherings.
 - Monitor for symptoms:
 - Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
 - Notify your supervisor and the Fermi Medical Office (x3232) if you have a positive COVID test or display COVID like symptoms.
- All Travelers are encouraged to provide feedback of their travel at travel@fnal.gov.

Personal Travel

There are no restrictions or requirements for anyone traveling for personal reasons (i.e. not business related), except Village residents living in shared housing (please see below). There are many resources available to help you understand the risk to your health listed below. There are also risks to the laboratory if you access the site after your personal travel. You are encouraged to discuss your personal travel plans with your supervisor.

You are encouraged to avoid high risk activities such as large social gatherings, being in crowds, or attending mass gatherings.

Please consider a voluntary 14-day quarantine (telecommuting) to limit the risk to personnel at Fermilab.

You can also consider avoiding any close proximity work, regardless of protective measures, for 14 days after your return.

Always monitor for symptoms.

Resources:

Centers for Disease Control and Prevention - [Travel](#)

Illinois Department of Public Health - [Travel](#)

Personal Travel – Village Residents Staying in Shared Housing

There is an increased risk of COVID transmission during travel and the close proximity of residents in shared housing also increases the risk of transmission to roommates. Therefore, Village residents living in shared housing who travel away for two or more nights for personal travel, upon return must:

1. Separate themselves from shared housing roommate(s) for at least 5 days (on site if units are available, or off site)
 - a. Resident is responsible for cost
2. A COVID test is required no sooner than 5 days after return
 - a. A COVID-19 test may be administered by Fermilab. Schedule tests with the Fermilab Medical Office (x3232).
 - b. After a negative result, approval by Fermilab Medical Office and no onset of symptoms, resident(s) may return to shared housing