



CSU Bakersfield

Office of the President

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MEMORANDUM

DATE: March 11, 2020

TO: Faculty and Staff

FROM: Lynnette Zelezny, Ph.D., M.B.A.
President

SUBJECT: COVID-19: International and Non-Essential Travel/Study Abroad Update

In accordance with a March 10, 2020, directive from the Chancellor's Office, effective immediately, CSU Bakersfield is suspending all international and non-essential domestic travel for all employees from now through May 31, 2020. This also includes our auxiliary organizations. Future travel, including summer and fall 2020, will be determined as the COVID-19 situation evolves.

I have designated authority to each Vice President/Cabinet member to make a final determination about what constitutes non-essential domestic travel and approval for any exemptions for travel to countries that are not at the CDC Warning Level 3.

The following guidelines will be used to evaluate any exemptions:

- Conference attendance shall be restricted to those where the traveler is:
 - A keynote speaker
 - An officer or active organizing committee member; or
 - Other essential role
- Specialized training that is essential for critical functions of the job.

All requests for a travel exemption must be reviewed first by the appropriate direct report to the Vice President and then forwarded to the applicable Division Vice President/Cabinet member for final approval.

Travel that does not follow these pre-approval guidelines may be denied reimbursement.

Study Abroad

Our original guidance was designed to return students from a place with a significant number of cases to the United States, a place of relative safety. Now, as the cases in the United States rise, it may not always be the case that putting students on a plane to California would be safer than remaining where they are currently located. We will be evaluating students on a case-by-case basis.

Thank you for your cooperation.