

## Memo: Temporary Suspension of Nonessential Business Travel

Due to Doane's commitment to employee safety, in light of the COVID-19 (coronavirus) outbreak, effective immediately, all non-essential business travel will be suspended until further notice. Doane will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

### Travel Cancellation Procedures

If non-essential business travel has already been booked, please properly cancel airfare (see <https://www.studentuniverse.com/coronavirus> for a list of airlines and their policies) and hotel to receive a refund or credit, if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

### Essential Travel

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

### Procedures Upon Return from Travel

The CDC has a FAQ for travelers that can be found [here](#). Whether you are traveling or not, please keep the following in mind:

1. If you are experiencing any symptoms related to COVID-19 please follow the CDC quarantine recommendations for 14 days. Report your condition to the following support services so we can assist and provide you with further information:
  - Employees: Please contact Kelli Schweitzer [kelli.schweitzer@doane.edu](mailto:kelli.schweitzer@doane.edu) with your information.
  - Students: Please contact Nurse Kelly [Kelly.jirovec@doane.edu](mailto:Kelly.jirovec@doane.edu) with your information.
  - **This information will be kept private and only used as quantitative-summary data (e.g., 14 reports from [TBD] campus).**
2. If you have traveled to any area currently being monitored by the CDC as Level 1, 2 or 3 health notices, please report this information immediately. We would like to know your self-quarantine actions or preventative measures.
  - Employees: Please contact Kelli Schweitzer [kelli.schweitzer@doane.edu](mailto:kelli.schweitzer@doane.edu) with your information.
  - Students: Please contact Nurse Kelly [Kelly.jirovec@doane.edu](mailto:Kelly.jirovec@doane.edu) with your information.
  - **This information will be kept private and only used as quantitative-summary data (e.g., 14 reports from [TBD] campus).**

Please contact the human resources department with any questions or concerns.