

**Action: COVID-19 Guidelines
for Campuses**

DATE: March 12, 2020

TO: CSU Presidents

FROM: Steve Relyea
Executive Vice Chancellor and Chief Financial Officer



SUBJECT: COVID-19 Update: Travel & Study Abroad Programs

This document provides additional updates on travel guidance, Study Abroad, and other information, and supplements the travel guidance provided in my March 9, 2020 and March 4, 2020 letters to the presidents regarding COVID-19.

State Department Declares a Global Level 3 Advisory

The State Department on Wednesday raised the worldwide travel advisor to **Level 3: Reconsider Travel** to all countries due to the coronavirus pandemic. Our current prohibition of international travel is consistent with this new advisory.

Study Abroad Programs

When the State Department Travel Advisory is Level 3 (or above), CSU policy for study abroad (EO 1081) requires a presidential exception in order for students to remain in country. This policy was designed to return students from a place with a significant number of cases, to the United States, a place of relative safety.

In the current situation, as the cases in 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. In addition, some students returning from abroad might not have a place to self-quarantine as recommended by current federal and state guidance.

After careful and targeted analysis and along with a review of the specific situation in the country, Presidents have the authority to allow students to remain. In these cases, campuses provide students the option to return (in writing) and provide appropriate assistance and support if they choose to return.

As stated in the next section (**Travel Reimbursement for Cancelled Travel**), due to the COVID-19 pandemic, campuses may reimburse students for costs related to the decision to suspend the program for expenses such as airline change fees, or other costs that occur due to a sudden need to return home.

Travel Reimbursement for Cancelled Travel

Due to the COVID-19 pandemic and Federal, State and University prohibitions on travel, campuses may reimburse students and employees for the cost of cancelled plane tickets, change fees, and hotel costs that were originally purchased by a student's or employee's personal funds.

CSU Campuses	Fresno	Monterey Bay	San Francisco
Bakersfield	Fullerton	Northridge	San José
Channel Islands	Humboldt	Pomona	San Luis Obispo
Chico	Long Beach	Sacramento	San Marcos
Dominguez Hills	Los Angeles	San Bernardino	Sonoma
East Bay	Maritime Academy	San Diego	Stanislaus

Based on conversations with your finance teams, it is our understanding that many campuses have already put a mechanism in place to accommodate these reimbursements. Any campuses that need further advice on this can contact Assistant Vice Chancellor / Controller Mary Ek at mek@calstate.edu.

Systemwide Resources

Please continue to take advantage of these CSU systemwide resources in your campus planning and preparedness efforts:

- Instructional continuity: Alison Wrynn, Associate Vice Chancellor for Academic Programs, Innovation and Faculty Development, at (562) 951-4672 or awrynn@calstate.edu.
- Student activities, services and support: Luoluo Hong, Associate Vice Chancellor for Student Affairs and Enrollment Management, at 562-951-4744 or lhong@calstate.edu.
- International programs and travel: Leo Van Cleve, Assistant Vice Chancellor International and Off-Campus Programs, at (562) 951-4790 or e-mail at lvancleve@calstate.edu.
- Human resources and personnel matters: Stephanie Wright, Chief of Staff, Human Resources, at 562-951-4253 or swright@calstate.edu.
- Risk management, health and safety concerns: Zachary Gifford, Director of Systemwide Risk Management, at (562) 951-4580 or zgifford@calstate.edu.
- Information Technology: Michael Berman, Assistant Vice Chancellor and Chief Information Officers, at (562) 951-4235 or mberman@calstate.edu.
- Communications: Mark Woodland, Assistant Vice Chancellor for Communications, at (562) 951-4657 or mwoodland@calstate.edu.
- Campus counsel: Campuses should consult with their designated point of contact from the Office of General Counsel.

cc: Timothy P. White, Chancellor
Loren Blanchard, Executive Vice Chancellor, Academic & Student Affairs
Andy Jones, Executive Vice Chancellor and General Counsel
Garrett Ashley, Vice Chancellor, University Relations and Advancement
Evelyn Nazario, Vice Chancellor, Human Resources
Larry Mandel, Vice Chancellor and Chief Audit Officer
Provosts/Vice Presidents of Academic Affairs
Vice Presidents of Student Affairs and/or Enrollment Management
Vice Presidents of Administration and Finance
Vice Presidents of Advancement
Chief Information Officers
Environmental Health and Safety Directors
Human Resource Directors
Emergency Managers
Risk Managers