

**Action: Discontinue
International Travel**

DATE: March 19, 2020

TO: CSU Presidents

FROM: Steve Relyea 
Executive Vice Chancellor and Chief Financial Officer

SUBJECT: COVID-19 Update: State Department Declares a Global Level 4 Advisory

This document provides additional updates on travel guidance and supplements communications sent on March 4, March 9, and March 13, 2020, to the presidents regarding COVID-19.

State Department Declares a Global Level 4 Advisory

The State Department has notified us that a Level 4 Travel Advisory applicable to worldwide travel has been issued. ***This means that all international travel world-wide must be discontinued.*** An exemption may be made if students are in another country and it is the judgement of the campus president that it is in the students’ best interest to return to the U.S..

A Level 4– Do Not Travel advisory is the highest warning level due to a greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance to individuals outside of the U.S. Under a worldwide Level 4 advisory, U.S. citizens are advised by the State Department to avoid travel outside the United States and to return to the United States as soon as it is safe to do so.

As such, all previously authorized delegations of authority for the approval of travel are rescinded. Only campus presidents shall provide an exception, this authority shall not be further delegated.

Campus presidents are advised to weigh the circumstances carefully when considering requests for an exception. Presidents are delegated authority and responsibility to determine if, how, and when students, employees, and others affiliated with the campus should (1) return to the United States or (2) travel outside the United States. Factors campus presidents should consider when evaluating whether or not to approve a travel request or arrange the return individuals to the United States include:

- Necessity of the proposed travel, including consequences of postponing travel
- Needs and preferences of the individual
- Availability of safe and secure shelter at the destination
- Availability of appropriate medical care at the destination
- Availability of transportation, services, and other necessities at the destination
- Assessment of risks associated with traveling versus risks of remaining in place

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

CSU Presidents

COVID-19 Update: State Department Declares a Global Level 4 Advisory

March 19, 2020

Page 2

Upon consideration of the factors above and others as determined by the campus president, the campus president is authorized to approve and/or arrange international travel. This authority shall not be delegated, and any prior delegations of authority of travel are rescinded.

Circumstances and conditions in any country may, of course, change at any time and we will provide updated information as available.

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
Auxiliary Organization Association