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 worldwide 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As such, all previously authorized delegations of authority for the approval of travel are rescinded.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

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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