

## COVID-19 Off-Campus Experiential Learning/Student Athlete Travel Protocol

---

*The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the DU COVID-19 [website](#) for news and other important information.*

### COVID-19 Off-Campus Experiential Learning/Student Athlete Travel Protocol

The University has implemented a [phased approach](#) to returning employees and students to campus and resuming activities on campus in accordance with state and local orders, Colorado Department of Public Health (CDPHE) and Centers for Disease Control (CDC) guidance, and University policy and protocols.

**All faculty, staff, and students must have completed the 5 steps to return to campus prior to campus access, and all individuals must continue to complete twice-daily symptom monitoring.**

**Please refer to the [DU COVID-19 website](#) for all updates on current policies.**

To protect University students, staff and faculty during transportation to and from campus for activities related to academic instruction, sports competition and practices, and other activities the University deems necessary during the COVID-19 pandemic, the University has established these requirements for day and overnight travel. The University encourages students and employees to transport themselves in a personal vehicle whenever possible and to use carpooling or other group transportation only when personal transportation is not an option. At this time, the University does not authorize group trips using ridesharing or mass transit for University business. If a student does not wish to travel for the event, the instructor, unit, or division must develop alternative solutions to accommodate that request. All participants (faculty, staff or students) must download and turn on the Everbridge app while at the experience.

### Day Trip Travel

#### a. Pre-Travel Requirements

- Prior to the day of travel, all individuals intending to participate must have successfully completed the Return to Campus requirements.
- On the day of travel, all individuals intending to participate must have successfully completed the daily symptom monitoring survey within 2 hours prior to departure including taking their temperature which must be below 100.4°F to be permitted to travel.
- Before boarding the vehicle for each portion of the trip, the University host for the trip must verify individuals have no symptoms including using a contactless thermometer and recording this information for submission to [COVIDcoordinator@du.edu](mailto:COVIDcoordinator@du.edu) after the end of the trip. Hosts that do not have access to a contactless thermometer please contact [sharedservices@du.edu](mailto:sharedservices@du.edu).
- Within 10 minutes prior to boarding the vehicle for each portion of the trip, all participants must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- All participants must maintain physical distancing (6 feet) while waiting for the transportation.
- The University host for the trip must:
  - Verify that all individuals intending to participate on the trip have successfully completed (1) the Return to Campus requirements prior to the day of travel; and (2) the daily symptom monitoring survey for the day of travel;
  - Verify each individual intending to participate have no symptoms including temperature below 100.4°F;
  - Plan travel in a manner that (1) minimizes the amount of time that individuals spend together in a vehicle; (2) accounts for the reduced occupancy of vehicles consistent with this protocol; and (3) if the trip spans one or more mealtimes, identifies options that meet the food service requirements set forth below.

- Inform all individuals intending to participate on the trip of all applicable requirements set forth in this protocol; and
- Maintain a roster of all participants for each travel event for 21 days.

#### **b. Transport Requirements**

- Personal vehicles or carpooling
  - The University encourages wherever possible that employees and students transport themselves in a personal vehicle to the event.
  - Faculty and staff are prohibited from transporting students in personal vehicles to any University events.
  - The University discourages carpooling when travelling individually in personal vehicles is feasible.
    - Carpooling is permitted if the carpool group constitutes an existing cohort, such as roommates, suitemates or otherwise living in same household.
  - Individuals who are carpooling must:
    - Wear cloth face coverings or masks (no buffs or bandanas) at all times while in the vehicle;
    - Improve ventilation by keeping all windows open throughout the drive except in inclement weather and, in inclement weather, setting the air ventilation/air conditioning on non-recirculation mode (following [CDC recommendations](#)); and
    - Not exceed 50% of the vehicle's occupancy, including the driver, as measured by the number of available and functional seat belts.
    - For purposes of the transportation requirements under this protocol, the University has approved exceptions to the physical distance and occupancy requirements for established bubble cohorts of a maximum of 10 student-athletes within a particular team grouped based on practice, training, and living arrangements.
    -
- University provided transportation
  - The University will provide hand sanitizer for use in the vehicle.
  - The vehicle operator should adjust ventilation within the vehicle to maximize air-exchange rates.
  - While in the vehicle, all passengers must:
    - Wear cloth face coverings or masks (no buffs or bandanas) at all times;
    - Not sit directly next to another person;
    - Maintain a physical distance of 6 feet where possible;
    - At a minimum, sit in every other row of the vehicle; and
    - Not exceed 50% of the vehicle's occupancy, including the driver, as measured by the number of available seat belts.
  - For purposes of the transportation requirements under this protocol, the University has approved exceptions to the physical distance and occupancy requirements for established bubble cohorts of a maximum of 10 student-athletes within a particular team grouped based on practice, training, and living arrangements.
  - The University will clean and disinfect vehicles following applicable cleaning and disinfection recommendations.
  - If University vehicles are not available, the unit or division may arrange for a contracted transportation service provided that:
    - A University faculty, staff member, or administrator must be present on the vehicle at all times during travel to monitor compliance with protocols; and
    - The University has a signed contract with the transportation service that includes approved COVID-19 health and safety measures.

#### **c. Food Service Requirements**

- Participants must consume all food outdoors and not inside restaurants.
- Consuming food inside any vehicle is not permitted unless an individual is traveling alone in a personal vehicle.
- Food from restaurants must be obtained via the drive through, curbside pickup, or takeout, and individually packaged for single servings.
- Participants may also consume individually packaged purchased items.

#### **d. Requirements Throughout the Trip**

- As soon as possible after arriving at the destination, all participants must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

- All participants must follow all applicable DU COVID-19 Protocols, including but not limited to symptom monitoring, wearing face coverings, and maintain social distancing throughout the trip.

## Overnight Travel

### a. Approval Process

- Any unit or division sponsoring an event that includes overnight travel for experiential learning or athletics must submit a proposal to the COVID Coordinator for review and approval. The COVID Coordinator will submit the proposal to the Provost for approval.
- The unit or division must include with the proposal:
  - Applicable COVID-19 health and safety measures for
    - Any food service provided by the venue or another vendor during the trip;
    - All lodging venues during the trip; and
    - Any contracted transportation vendor.
  - An action plan for responding if participants become symptomatic or learn they have tested positive for the virus that causes COVID-19 during the trip. This action plan must be consistent with the [COVID-19 Positive Test or Presumed Positive Response Protocol](#).

### b. Pre-Travel Requirements

- Prior to the day of travel, all individuals intending to participate must have successfully completed the Return to Campus requirements.
- On the day of travel, all individuals intending to participate must have successfully completed the daily symptom monitoring survey within 2 hours prior to departure including taking their temperature which must be below 100.4°F to be permitted to travel.
- Before boarding the vehicle for each portion of the trip, the University host for the trip must verify individuals have no symptoms including using a contactless thermometer and recording this information for submission to [COVIDcoordinator@du.edu](mailto:COVIDcoordinator@du.edu) after the end of the trip. Hosts that do not have access to a contactless thermometer please contact [shareservices@du.edu](mailto:shareservices@du.edu)
- Within 10 minutes prior to boarding the vehicle for each portion of the trip, all participants must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- All participants must maintain physical distancing (6 feet) while waiting for the transportation.
- The University host for the trip must:
  - Verify that all individuals intending to participate on the trip have successfully completed (1) the Return to Campus requirements prior to the day of travel; and (2) the daily symptom monitoring survey for the day of travel;
  - Plan travel in a manner that (1) minimizes the amount of time that individuals spend together in a vehicle; (2) accounts for the reduced occupancy of vehicles consistent with this protocol; and (3) if the time spent in the vehicle spans on or more mealtimes, identifies options that meet the food service requirements set forth below.
  - Inform all individuals intending to participate on the trip of all applicable requirements set forth in this protocol;
  - If the number of participants exceeds 10, create cohorts of 10 or fewer participants to limit exposure in the event of an outbreak during trip; and
  - Maintain a roster of all participants must be maintained for each travel event by the University host for 21 days.

### c. Transport Requirements

- Personal vehicles or carpooling
  - The University encourages wherever practical that employees and students transport themselves in a personal vehicle to the venue.
  - Faculty and staff are prohibited from transporting students in personal vehicles to any University event.
  - The University discourages carpooling when traveling individually in personal vehicles is feasible.
    - Carpooling is permitted if the carpool group constitutes an existing cohort, such as roommates, suitemates, or otherwise living in same household.
  - Individuals who are carpooling must:
    - Wear cloth face coverings or masks (no buffs or bandanas) at all times while in the vehicle;

- Improve ventilation by keeping all windows open throughout the drive except in inclement weather, and, in inclement weather, setting the air ventilation/air conditioning on non-recirculation mode (following [CDC recommendations](#)); and
  - Not exceed 50% of the vehicle's occupancy, including the driver, as measured by the number of available and functional seat belts.
  - For purposes of the transportation requirements under this protocol, the University has approved exceptions to the physical distance and occupancy requirements for established bubble cohorts of a maximum of 10 student-athletes within a particular team grouped based on practice, training, and living arrangements.
  -
- University provided transportation
  - The University will provide hand sanitizer for use in the vehicle.
  - The vehicle operator should adjust ventilation within the vehicle to maximize air-exchange rates.
  - While in the vehicle, all passengers must:
    - Wear cloth face coverings or masks (no buffs or bandanas) at all times;
    - Not sit directly next to another person;
    - Maintain a physical distance of 6 feet where possible;
    - At a minimum, sit in every other row; and
    - Not exceed 50% of the vehicle's occupancy, including the driver, as measured by the number of available seat belts.
  - For purposes of the transportation requirements under this protocol, the University has approved exceptions to the physical distance and occupancy requirements for established bubble cohorts of a maximum of 10 student-athletes within a particular team grouped based on practice, training, and living arrangements.
  - The University will clean and disinfect vehicles following applicable cleaning and disinfection recommendations.
  - If University vehicles are not available, the unit or division may arrange for a contracted transportation service provided that:
    - The unit or division confirms that University vehicles are not available to safely transport participants.
    - A COVID-19 protocol for the contracted transportation service has been submitted and approved by the DU COVID Coordinator.
    - A University faculty, staff member, or administrator must be present on the vehicle at all times during travel to monitor compliance with protocols.
    - The University has a signed contract with the transportation service that includes approved COVID-19 health and safety measures.

#### **d. Food Service Requirements**

- During travel
  - Participants must consume all food outdoors and not inside restaurants.
  - Consuming food inside any vehicle is not permitted unless an individual is traveling alone in a personal vehicle.
  - Food from restaurants must be obtained via the drive through, curbside pickup, or takeout, and individually packaged for single servings.
  - Participants may also consume individually packaged purchased items.
- Food services may be provided by the venue or a vendor provided that:
  - There are approved COVID-19 health and safety measures in place.
  - A university faculty, staff member or administrator must be present during each meal provided to monitor compliance with protocols and other approved COVID-19 health and safety measures.
  - The University has a signed contract exists with the service provider/venue that includes approved COVID-19 health and safety measures.

#### **e. Housing Requirements**

- Participants must be assigned one person per room unless the participants can document that they constitute an existing cohort.
  - The University host must document existing cohorts on the trip roster.
- Participants should not share bathrooms if possible, should only use the bathroom in their assigned room, and should not use restrooms in any common area at the lodging venue.
- There must be approved COVID-19 health and safety measures in place for each lodging venue during the trip.

- A university faculty, staff member or administrator must stay at the lodging location to monitor compliance with protocols.
- The University has a signed contract with the lodging provider that includes approved COVID-19 health and safety measures.

#### f. Plan for Positive or Symptomatic Participants

- The unit or division must have be prepared to take the following actions when a participant becomes symptomatic, needs to quarantine due to close contact, or is notified they are positive.
  - Symptomatic - If a participant begins to express symptoms while attending the overnight experiences:
    1. The individual should consult with their medical provider (students utilizing the DU Health and Counseling Center can call 303-871-2205)
    2. The host must notify [reportCOVID@du.edu](mailto:reportCOVID@du.edu)
    3. Consistent with COVID protocols these individuals no longer have access to campus for 10 days or until the have a negative COVID-19 test and 24 hours symptom free.
    4. As soon as possible the symptomatic individual needs to leave the venue and return home, until that is possible they should be isolated in their room and brought food.
    5. Other participants do not need to be notified, but daily symptom monitoring should continue and recorded for review by the COVID coordinator team.
  - Close contact - If a participant is determined to be in or notified as having close contact with a known positive (within 6ft for 15 minutes or more):
    1. The host will notify [reportCOVID@du.edu](mailto:reportCOVID@du.edu)
    2. Consistent with COVID protocols these individuals need to quarantine and no longer have access to campus for 14 days.
    3. As soon as possible the quarantined individual needs to leave the venue and return home (if it can be accomplished safely), until that is possible they should be quarantined in their room and brought food.
    4. Other participants do not need to be notified, but daily symptom monitoring should continue and recorded for review by the COVID coordinator team.
  - Positive SARS-CoV-2 results – If a participant is notified they are positive for SARS-CoV-2 during the experience:
    1. The individual should consult with their medical provider (students utilizing the DU Health and Counseling Center can call 303-871-2205)
    2. Individual must hit the “COVID Self-Report” button in the Everbridge app.
    3. The host will notify [reportCOVID@du.edu](mailto:reportCOVID@du.edu)
    4. Consistent with COVID protocols these individuals need to isolate and no longer have access to campus for 10 days after test date and 3 days of declining symptoms and one day fever free with no medication.
    5. As soon as possible the isolated individual needs to leave the venue and return home (if it can be accomplished safely), until that is possible they should be quarantined in their room and brought food.
    6. With the help of the DU contact tracing team the host will need to facilitate the notification of participants who have been determined to be in close contact as well as provide a vicinity notice to those determined to be in the vicinity.

#### g. Requirements Throughout the Trip

- As soon as possible after arriving at the destination, all participants must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- All participants must follow all applicable DU COVID-19 Protocols, including but not limited to symptom monitoring, wearing face coverings, and social distancing throughout the trip.