



To: All Mid-State Students

From: Mandy Lang, Vice President of Student Services and Enrollment Management

Date: March 12, 2020

Subject: College travel guidance due to COVID-19

We continue to monitor the COVID-19 situation daily and at this time the college is introducing travel guidance. This guidance is subject to change based on the containment of COVID-19. The following travel guidelines are established to assist in national and state containment efforts of the illness. As of March 12, 2020 there are no confirmed cases of the COVID-19 virus in central Wisconsin.

College-Sponsored Travel Guidelines 3.12.2020

- We are suspending all college-sponsored international travel for staff and students through June 30, 2020.
- We are suspending new booking of all college-sponsored out-of-state travel for staff and students through June 30, 2020. Conferences, meetings, etc. have been placed on hold unless a virtual option is available.
- We are evaluating previously booked college-sponsored out-of-state travel for staff and students, cancelling where we are able, and are advising staff that they should be prepared to cancel travel up to the point of departure.
 - Please report previously booked college-sponsored out-of-state travel to your supervisor for consideration.
- We are evaluating in-state travel outside of the Mid-State district on a case-by-case basis. Every effort should be made to attend upcoming meetings or events virtually.
 - Please report in-state travel outside the Mid-State district to your supervisor for consideration.
 - There are no limits to traveling within the Mid-State district at this time.
 - If you are hosting a statewide meeting, please contact Bill Wanta, Senior Technology Support Technician, to investigate options for converting to a virtual meeting.

Personal Travel Guidelines 3.12.2020

- Prior to travel, and as soon as possible all Mid-State employees are required to self-disclose out-of-state domestic and international travel plans through June 30, 2020 to Dr. Karen Brzezinski.
 - Depending on travel destinations, you may be required to self-quarantine upon return due to the contagious nature of this illness.
 - Work from home will be handled on a case by case basis, as of this time.
- We also ask students to self-disclose out-of-state domestic and international travel plans through June 30, 2020.
 - Depending on travel destinations, you may be required to self-quarantine upon return due to the contagious nature of this illness. Here is the link for travel disclosure:
<https://mstc.secure.force.com/form?formid=217804>

Thank you for your understanding. Access our website <https://www.mstc.edu/covid-19-coronavirus> for more information.