Travel safety guidelines during COVID-19

These guidelines are intended to help ASU students, faculty, and staff stay informed and safe during work-related travel. Please email ASU Environmental Health and Safety with questions.

**General travel guidance**

- ASU employees must register all ASU-related travel in the Concur system.
- ASU employees should complete the Community of Care training.
- Apply hand sanitizer or wash hands with soap and water for 20 seconds upon exiting airplanes, buses, trains or vehicles.
- Ask your department to order necessary supplies from Materials Management via FMS Workday.
- Check that all necessary supplies are available before travel. For instance, all travelers should have enough face coverings, hand sanitizer, and disinfecting wipes for daily use. Consider packing extra supplies in case of unexpected delays.
- Do not touch your face or face covering without first disinfecting your hands.
- Do not travel if you are sick or awaiting COVID-19 test results.
- Maintain social distancing, if possible, when you enter and exit airplanes, buses, trains, or any area with crowds or lines.
- Stay informed of any current travel restrictions from the Centers for Disease Control and Prevention.
- Use touchless payment methods when possible, such as Apple Pay and Venmo. Avoid touch surfaces commonly touched by others.
- Verify any requirements for isolation after travel to or from your destination. Also, verify routes and facilities that you will use are open, including gas stations, hotels and restaurants.

**Public transit**

- Avoid traveling during peak hours when possible.
- Apply hand sanitizer or wash your hands with soap and water for 20 seconds before departure.
- Maintain a 6-foot distance from others when possible while waiting at pickup locations and while riding.
- Wear a face covering while riding public transit.
**Taxi or ride-hail services**

- Avoid riding with drivers or passengers that are showing COVID-19 symptoms.
- Request ventilation in the vehicle, such as opening windows or not recirculating air from the air conditioner.
- Ride with the fewest passengers possible. Sit in the rear of the vehicle to increase the social distance from the driver.

**Vehicles**

- Disinfect commonly touched surfaces before and after vehicle use, including cup holders, door handles, gearshift, lock and window controls, mirrors, seatbelts, steering wheel, stereo, and air conditioning controls, etc.
- Limit the number of occupants so that social distancing can be maintained. When social distancing cannot be maintained, each individual should wear a face covering.
- Increase ventilation through the vehicle by opening windows or not recirculating air from the air conditioner.
- Review the [disinfecting guidelines for vehicles](#).
- Use disinfecting wipes on all surfaces that will be touched before performing tasks, such as filling the vehicle with gas.
- Use touchless options for parking fees and tolls when possible. If not possible, wipe down surfaces with a disinfecting wipe before using meters or pay stations. Disinfect hands after interactions with toll or parking booth operators who handle cash or credit cards.
- When traveling out of state or on longer trips, use a curbside pickup or drive-thru options for meals. Before meals, wash your hands with soap and water for 20 seconds or apply hand sanitizer.

**Airplanes**

**Note:** Disinfecting wipes and up to a 12-ounce hand sanitizer are permitted in carry-on luggage.

- Avoid sitting next to another passenger when possible. In open-seating situations, select a seat to maintain social distancing when possible. If seat selection is minimal, try to sit where social distancing can be maintained.
- Disinfect all surfaces of the seating area with disinfecting wipes. Disinfect all surfaces you will touch, including armrests, tray tables, seats and airflow controls.
- Limit the number of carry-on items that will be removed for security checkpoints. Disinfect any items that are removed from bags and placed in bins before returning to your carry-on luggage.
• Maintain social distancing from others when checking in for flights, especially in security checkpoint lines, open waiting areas, and lines for boarding the flight.
• Upon claiming checked baggage, disinfect handles and exterior surfaces with disinfecting wipes.
• Use electronic tickets to check in when possible. If not possible, clean kiosks with disinfecting wipes before use and apply hand sanitizer following use.
• Verify requirements for face coverings when visiting airports and while on airplanes.

**Overnight travel**

• Avoid restaurant dine-in service. Use curbside pickup or drive-thru takeout when possible.
• Verify your chosen hotel’s cleaning standards to ensure that rooms are disinfected between guests and are held for 72 hours between guests. Examples of hotel brands that follow these practices are Best Western, Hilton, IHG and Marriott.
• Maintain social distancing while traveling and staying overnight. Use the stairs when elevators are crowded or wait for the next elevator.

**References**

• Arizona Department of Health Services | [Coronavirus Disease 2019](#).
• ASU Environmental Health and Safety | [COVID-19 Resources](#).
• The U.S. Centers for Disease Control and Prevention:
  - [Coronavirus in the United States—Considerations for Travelers](#).
  - [Protect Yourself When Using Transportation](#).
  - [Travel](#).
  - [Use of Cloth Face Coverings](#).

Questions? Contact ASU Environmental Health and Safety at 480-965-1823 or email askehs@asu.edu. Revision date: 06/10/2020.