

Dear College of Idaho Community,

As we continue to monitor the status of COVID-19 domestically and abroad, one major consideration is travel. Given the potential for an increased risk of exposure, institutions across the country are reviewing travel, and making decisions about its necessity, in particular when it involves the use of public transit. As an educational institution, we have many forms of travel related to our academic and professional endeavors, including field excursions, academic conferences, athletics competitions, and recruitment. These travel-related experiences are core components of our educational experience, but that must be weighed against the potential community health risk. With this in mind, the College leadership has compiled and reviewed all institution-sponsored travel, and at this time we are issuing the following guidance:

- A moratorium has been established for all College-sponsored travel to [CDC Level 1-3](#) destinations.
- Non-essential travel both to international and domestic destinations is strongly discouraged, and will continue to be reviewed on a case-by-case basis.
- Those who choose to sustain travel plans should be aware that cancellation of all College-sponsored travel is possible, and even likely in coming days and weeks, contingent on the spread and risk of COVID-19 exposure. We encourage trip insurance, if available (ensure that it covers cancellation for these reasons), and alternative plans for completing your business should be made. If students are involved in a credit-bearing experience, plans for alternative ways for them to complete their work and earn credit should be made.

Another important consideration is College employee and student personal travel, especially with Spring Break on the horizon (March 20-24). Later today, the College will send a Microsoft Form asking all employees and students to disclose their personal non-local travel plans for the remainder of the Spring Term. The College will review this information to make decisions regarding the need for additional resources over Spring Break, and to take precautionary measures to prevent potential COVID-19 exposure to our community members as a result of any personal travel.

Thank you for your understanding and cooperation as we continue to monitor the status of COVID-19, and its impact on the College's operations.

Sincerely,  
Doug Brigham  
Jim Everett  
Co-Presidents