

Employee Domestic Travel Policy During a Health, Safety, or Security Incident or Crisis

Effective: July 1, 2020

To Be Reviewed: Annually or as otherwise determined by the College

Responsible Party: Risk Management

Policy:

Babson College (the “College”) prohibits domestic travel by employees to locations directly affected by a health, safety, or security incident or crisis (collectively, “affected locations”) as determined by the College, except for essential travel that is pre-approved by the College based on an individualized risk assessment. A committee made up of the department’s President’s Council Member, Risk Management, Human Resources, and such other members as the College may deem appropriate will consider petitions for essential travel to affected locations.

Petition Process:

The department manager may submit a petition to request approval for essential travel to affected locations based on an individualized risk assessment.

1. The department manager must complete the Petition for Essential Travel form. At minimum, the following information will be included:
 - a. Why the travel is essential to the department and to the College and why the essential function cannot be suitably achieved through alternative means.
 - b. Name of each person who will travel.
 - c. Mode and dates of travel.
 - d. Contact International SOS (Babson’s travel services vendor for Domestic and International Travel) and request a Medical, Safety and Security assessment for the area(s) of intended travel (including layovers if traveling by train or plane). This assessment will provide jurisdictional (including quarantine) guidelines. The assessment should be included with the Petition for Essential Travel form.
 - e. Document how the traveler will comply with the medical, safety, and security guidelines described in the ISOS assessment. The Petition for Essential Travel form must be submitted to Risk Management (jangles@babson.edu) and Human Resources (jforbes@babson.edu) and must be filed no less than 2 weeks prior to the intended travel.
2. Risk Management and Human Resources will review and make a recommendation to the department’s President’s Council Member.
3. Travelers must comply with all applicable Babson College policies, procedures and guidelines relating to their travel. Travelers must additionally comply with all applicable jurisdictional laws, regulations and guidelines, including but not limited to those established by federal, state, and local authorities such as Homeland Security, CDC, WHO, and local health departments.
4. Travelers must book their travel through a Babson College preferred [travel agencies](#).
5. Travelers should talk to their manager or the Director of Benefits in Human Resources if they are not comfortable traveling.
6. This Policy may be revised at the discretion of Risk Management in conjunction with the Vice President of Campus and Community Affairs.

This Policy will be posted on the Risk Management portal, and referenced in the Babson College Travel Policy.

Direct questions about this policy to Risk Management (jangles@babson.edu)