



COVID-19 Policy Exemption Request Form Unvaccinated Employees Traveling on University Business

In order to protect the health and safety of our students and employees during the COVID-19 pandemic, University of the Pacific has updated and revised our travel policies/protocols to be in alignment with guidance from the CDC and California Department of Public Health. The recommendations relating to unvaccinated employees traveling out of state include testing prior to and post-travel along with quarantining. The university has made the decision to prohibit unvaccinated employees from traveling on university business, however, we do recognize there may be extraordinary circumstances where travel by an unvaccinated employee may be critical to operations or the educational program.

This form should be completed by the employee making the travel request, reviewed by their supervisor, and submitted to [Human Resources](mailto:human_resources@pacific.edu) at human_resources@pacific.edu *by the supervisor*. **A REQUEST WILL NOT BE CONSIDERED UNLESS A REQUEST FOR EXEMPTION FOR COVID-19 VACCINATION FORM (AKA "DECLINATION FORM") HAS BEEN SUBMITTED THROUGH THE PACIFIC HEALTH PORTAL.** It is the responsibility of the petitioner and supervisor to ensure that they follow the CDC and California Department of Public Health guidelines and requirements pertaining to pre- and post-travel testing and quarantine after travel. **The requesting employee must print, initial, and include the *most current* CDC travel guidelines (links below) with this request form. Request forms that do not include current travel guidelines will be returned as incomplete.**

Domestic travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

International travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

Requesting Employee

Name: _____
 Pacific ID: 98 _____ Email: _____@pacific.edu
 I am Faculty Staff

Supervisor

Name: _____
 Email: _____@pacific.edu

This section to be completed by the requesting employee

Have you submitted a Request for Exemption for COVID-19 Vaccination Form (aka "Declination Form") through the Pacific Health Portal?

Yes No

Date(s), location(s), and business/education purpose for travel (attach a separate sheet if necessary).

Have you reviewed, initialed, and attached the *most current* CDC guidelines for unvaccinated travel and are you prepared to adhere to all masking, testing, and quarantine guidelines before, during, and after travel?

Yes No



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This section to be completed by the supervisor

Is this travel necessary for business operations or the educational program?

Yes No

Is a continuity plan in place during the employee's mandatory quarantine period after return from travel?

Yes No

Has the employee printed, initialed, and included the *most current* CDC guidelines for travel (domestic and/or international, as appropriate) with this request form?

Yes No

Requesting employee signature

Date

Supervisor signature

Date

This section to be completed by Human Resources

Declaration Form received? Yes No

Petition is: Approved Denied by _____ (HR rep name)