



TRAVEL/TRIP NOTIFICATION

Email: www.covidreporting@rappahannock.edu

Faculty and staff should complete the Travel/Trip Notification Form for all non RCC-related travel. Please submit your completed form, two or more weeks prior to your planned travel /trip. The form should be submitted to your direct supervisor. If further guidance is needed please send your questions to www.covidreporting@rappahannock.edu.

TRAVELER INFORMATION					
GENERAL					
First Name:		Last Name:		Date:	
Phone		Email:			
Dept.:		Employee:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	

TRAVEL DETAILS					
Destination					
Departure Date		Return Date:			
Mode of Travel: <input type="checkbox"/> Car <input type="checkbox"/> Plane <input type="checkbox"/> Train <input type="checkbox"/> Cruise Ship <input type="checkbox"/> Bus <input type="checkbox"/> None of the above			Type of Travel: <input type="checkbox"/> Local <input type="checkbox"/> Domestic <input type="checkbox"/> International		
Which Campus:	<input type="checkbox"/> Glens	<input type="checkbox"/> Warsaw	<input type="checkbox"/> New Kent	<input type="checkbox"/> Montross	<input type="checkbox"/> Kilmarnock
	<input type="checkbox"/> King George				
Last date on campus:		Date returned to campus:			

VACCINATION STATUS						
Are you fully Vaccinated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pfizer <input type="checkbox"/> Moderna <input type="checkbox"/> Johnson & Johnson	Date of 1 st Vaccination:		Date of 2 nd Vaccination	

ADDITIONAL QUESTIONS	
Will you be participating in activities, where you will have close contact with others who are not fully vaccinated? (child's school play, spa retreats, amusement parks, water parks)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be attending large gatherings with others who are outside of your immediate household and may not be fully vaccinated? (funeral, family reunion, retirement party, holiday dinner, volunteering)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be attending crowded indoor events that will increase your exposure to COVID-19 and where social distancing will be difficult? (concerts, sporting events)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please be advised, if you answered "Yes" to any of the three questions, you will be subject to testing 3-5 days after your last day of travel regardless of vaccination status.