

## Travel Checklist for Fully Vaccinated Employees

Travel Checklist for Fully Vaccinated Employees on Official Travel	Yes	No	N/A
1. The Bureau leadership and Traveler understand that restricted travel protocols can be reinstituted at any time due to safety, security, and any other precautionary reasons.			
<b>Traveler and Approvers must attest that:</b>			
2. The question has been asked and answered: Is the employee fully vaccinated? _____ Employee does not care to disclose (or declares HIPPA) <b>Note:</b> if the answer is No or Employee does not care to disclose (or declares HIPPA) skip to the <a href="#">Unvaccinated</a> section.			
3. The proposed travel is essential or necessary (as compared to discretionary or preferable)?			
4. Does it contribute to the Bureau's core mission?			
5. Does it advance an Administration/DOC/Bureau Priority?			
6. What is the employee's role in the event?			
7. What is the type of, extent, and duration of participation (speech, presentation, or panel) or attendee?			
8. Is the only way to participate in the event in-person attendance, or are there alternative methods such as phone, video conference, internet, or pre-recorded video message?			
9. Would the employee's absence from the event break a commitment to a key stakeholder or harm carrying out the bureau's mission?			
<b>Other factors to consider:</b>			
a. Is the travel part of a core scientific, training, or professional conference or event?			
b. Have DOC employees regularly participated in the event in the past?			
c. Will the employee participate in more than one event while on travel?			
d. How many DOC travelers are in the party? _____ Can the mission be accomplished with fewer travelers?			
e. How many non-federal employees will be present as compared to DOC employees?			
f. Are Members of Congress involved with the event?			
g. Are there any other key stakeholder issues or considerations?			
<b>Please follow the CDC protocol for <a href="#">fully vaccinated traveler protocols</a></b>			
Official Travel for Federal Employees who are Fully Vaccinated: <b>Please follow CDC guideline at <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html</a></b>			

## Travel Checklist for Unvaccinated Employees

Travel Checklist for Unvaccinated Employees on Official Travel	Yes	No	N/A
1. The Bureau leadership and Traveler understand that restricted travel protocols require agencies to use the same protocols that have already been put in place due to safety, security, and any other precautionary reasons.			
2. Can another employee cover this mission? <b>Justification forms and tracking protocols are required at the Bureau level.</b> If No, follow the CDC <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html">unvaccinated travel protocols</a>			
3. Have you had part of the vaccination completed?			
4. Are you scheduled to have your vaccination completed?			
Official Travel for Federal Employees who are <i>not</i> Fully Vaccinated: <b>All travelers that are traveling for official travel are expected to follow their Bureau's Travel Policy and CDC guidelines</b> at <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html</a>			
<b>Updated Vaccination status:</b>			
1. Previously you were not fully vaccinated, or you elected not to respond?			
2. Are you now fully vaccinated, or you have elected to provide a response or to complete this mission-critical travel that no one else can complete or it cannot be completed by another methodology other than official travel?			
<b>Traveler and Approvers must attest that:</b>			
3. The question has been asked and answered: Is the employee fully vaccinated? _____ Employee does not care to disclose (or declares HIPPA) <b>Note:</b> if the answer is No or Employee does not care to disclose (or declares HIPPA) skip to the <a href="#">Unvaccinated</a> section.			
4. The proposed travel is essential or necessary (as compared to discretionary or preferable)?			
5. Does it contribute to the Bureau's core mission?			
6. Does it advance an Administration/DOC/Bureau Priority?			
7. What is the employee's role in the event?			
8. What is the type of, extent, and duration of participation (speech, presentation, or panel) or attendee?			
9. Is the only way to participate in the event in-person attendance, or are there alternative methods such as phone, video conference, internet, or pre-recorded video message?			
10. Would the employee's absence from the event break a commitment to a key stakeholder or harm carrying out the bureau's mission?			
<b>Other factors to consider:</b>			
a. Is the travel part of a core scientific, training, or professional conference or event?			
b. Have DOC employees regularly participated in the event in the past?			
c. Will the employee participate in more than one event while on travel?			

### Travel Checklist for Unvaccinated Employees

d. How many DOC travelers are in the party? _____ Can the mission be accomplished with fewer travelers?			
e. How many non-federal employees will be present as compared to DOC employees?			
f. Are Members of Congress involved with the event?			
g. Are there any other key stakeholder issues or considerations?			

## Bureau Lifted Travel Restrictions Status Report

**Codify Bureau Lifted Travel Restrictions Status Report:** Completed *internally* and each Bureau Head or Designee is responsible for tracking and returning their Bureau's travel to the new norm post-COVID Restrictions:

Bureau Code / Name  Example	Bureau Name / (Business Units)	Percentage of Operating Units Restriction Lifted	Date final completed	Bureau POC
51 / OS	OS IMMED	100%	June 25, 2021	Jane Doe
	OSY	100%	June 25, 2021	John Doe