



SOUTH WESTERN SCHOOL DISTRICT
225 Bowman Road, Hanover, Pennsylvania 17331-4297 (717) 632-2500
www.swsd.k12.pa.us

To: All District Staff
From: Dr. Daniel W. Hartman; Assistant Superintendent
Re: Non-Essential Professional and Educational Travel
Date: August 01, 2020

On July 15, 2020, the South Western School District Board of Directors approved the District's re-opening plan for the 2020-2021 school year. One of the established action steps of this plan includes eliminating all non-essential out of district travel until further notice. The following guidelines are meant to provide guidance and clarity on this restriction:

- 1) **Field Trips and Extracurricular Travel:** All field trips and outside of the district travel for extracurricular activities (excluding PIAA sanctioned events) will be suspended until further notice. Individual opportunities for students to travel to off campus locations for career readiness activities (internships, apprenticeships, etc.) will be reviewed on a case by case basis.
- 2) **Conferences/Workshops/Professional Development:** All travel for conferences, workshops, trainings, and other professional development outside of the district is suspended until further notice. In the event where a specific training is required to perform a particular job function or to maintain a required certification, an exception may be made if a virtual training option is not available. This restriction does not apply to professional staff participating in pre-approved graduate courses of study as outlined in the Collective Bargaining Agreement.
- 3) **Internal District Committee Meetings and Other Large Group Gatherings:** To the fullest extent possible, the District will limit times where staff members from multiple locations gather collectively in large groups. This includes, but is not limited to, committee meetings, trainings/workshops, curriculum work, grade level meetings, etc. When possible, such gatherings should be conducted virtually/remotely.

Although this guidance does not address personal travel for staff members, please note that the District strongly encourages all employees to not travel to states or other areas identified by the PA Department of Health as having high cases of COVID-19. Any employee who intends to travel to a state identified by the PA Department of Health as a high case area or anywhere internationally must inform their direct supervisor prior to travel. A list of current states identified by the Department of Health can be found at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>.

The District will continue to monitor and re-evaluate these requirements throughout the 2020-2021 school year and communicate any changes accordingly.

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