What is the Travel Planner?
The COVID-19 Travel Planner is a centralized communication platform that travelers can search to find COVID-19 information for the state, local, territorial, and tribal communities they’re passing through and for their destinations. This information will help travelers make informed decisions, protect themselves, and reduce transmission before, during and after they travel.

How can health departments use the Travel Planner?
As a health department, you can use the Travel Planner to reach travelers and share your COVID-19 policies relevant to travelers entering and departing your jurisdiction.

What is SAMS?
The Centers for Disease Control and Prevention’s (CDC) Secure Access Management Services (SAMS) Public Partner Portal is a website that allows public health partners and providers to access information and computer applications operated by CDC.

How do I get access to the SAMS Public Health Partner Portal?
If you don’t already have a SAMS account, email travelplanner@cdc.gov to request enrollment in SAMS and access to the COVID-19 Travel Planner webform. Shortly after submitting your request, you’ll receive an email from the SAMS Team with an invitation to register with SAMS. The invitation will include instructions for registration and identity proofing.

I already have access to SAMS. How do I access the Travel Planner webform?
If you already have a SAMS account, please email travelplanner@cdc.gov to request access to the COVID-19 Travel Planner webform.

Why do I keep returning to the SAMS login screen when I try to access the Travel Planner webform?
You may not have access to Travel Planner yet. It generally takes at least 1 business day from the time you request access via email travelplanner@cdc.gov to receive access.
Travel Planner Webform Instructions

Once you have access to SAMS and the COVID-19 Travel Planner webform, visit the health department access page at https://covid19travelinfoadmin.cdc.gov using Microsoft Edge, Safari, or Google Chrome to login with your SAMS credentials.

After successfully logging into SAMS, identify the activity you wish to access (COVID-19 Travel Planner).
You may have multiple activities listed, each associated with different programs, as seen in the screenshot below. Some activities may be related to upload/download tasks while others are links to applications.

Once you select “CDC Travel Planner,” you will be asked to request a jurisdiction. You can request city, county, state, tribal nation or territorial-level guidance.

- **If state**: Please enter the full name of the state.
- **If county**: Please enter the county/counties and state where you would like edit access. County names must be comma separated and include “County,” “Parish,” “Borough,” or “Census area.”
- **If city**: Please enter the city/cities and state where you would like edit access. City names must be comma separated.
- **If tribal nation**: Please list the name of the tribal organization for which you would like edit access.
- **If territory**: Please enter the full name of the territory.
After you request a jurisdiction, your account will be “Pending” for one business day as the CDC Admin team confirms your user credentials for that jurisdiction. The CDC administrative team will email you if there are any questions with your documentation. The requested jurisdiction should match the information in our SAMS database. Make sure to check your account the next business day.

**Important note:** If you click on an existing row, and click delete, the information is deleted, and you will not be able to retrieve what was there previously.

After confirmation, you can log in to see information for the jurisdictions that you requested. If another user previously requested your jurisdiction or updated guidance for your jurisdiction, you may see rows in the existing table as illustrated below. Clicking on a row opens the jurisdiction update form.

You can also create a new jurisdiction by clicking the “+ New Jurisdiction” button at the bottom of the page.

**Important Note:** You will only be able to edit information for the locations under your jurisdiction. State level health officials may edit information for counties and cities within their state along with their state-level guidance. Counties and cities are restricted to only updating their specific jurisdictions’ information.

If you try to create guidance for a jurisdiction outside of your area (e.g., a Georgia health official posting guidance for Alabama), you will receive the error below when you try to save. This error will also appear if you have not spelled the jurisdiction name the exact same way you signed up for an account with the Travel Planner. If you believe there is a spelling error in your authentication level, please email our admin team at travelplanner@cdc.gov for assistance.
Jurisdiction Guidance Form

Please note, you will need to complete this information in one sitting. You cannot save and come back to edit. Once you click “Save and Close” at the end of the form, the information you have shared will be shared with the public.

The first item to complete is general contact information. These fields will show when a traveler clicks the “Contact” button. Therefore, DO NOT include personal names, phone numbers, or email addresses. All contact information is optional.

1. Health Department Name
2. Address
3. City
4. State
5. Zip Code
6. Phone

7. Email

This is what it will look like on the travelers’ end:
Next, you can provide a website URL to link to your health department home page, or webpage where you have COVID-19 information, along with personalized comments you would like on your page.

On the travelers’ end, the Website URL field populates the “Visit our website for more information” link.

The Personalized comments field appears on the left side, under the box “Message from the Health Department.”

**Important Note:** Travelers will only see the most local level jurisdiction’s page. If you are uploading information for a city or county where visitors are also expected to follow state-level guidance, please make a reference to the state level guidance and include links to state level guidance when appropriate. For example, in your “Message from the Health Department” section, consider instructing travelers to also search for the state level guidance. You may also consider including information about state-level requirements in the relevant guidance boxes.
This is what it will look like on the travelers’ end:

Next, you have the option to opt into email reminders to update your information. Please do not add a personal email to this field. You’ll need to submit a group or functional email address. This information is not shared publicly.
Next, you have the option to provide travelers with answers to any of the following prompts. Your text responses and web URL links will appear in the accordion boxes on the right side of the public page. All responses are optional. If you do not want to provide guidance for a prompt, please leave the text field blank and the accordion box for that specific field will be removed from the public page. Similarly, if you do not want to include a web link related to the guidance question, leaving the field blank will remove the link from the public page. All answers are free text.

**Important Note:** Travelers will see the exact answers you provide for the following prompts.

Here are the prompts:

**Quarantine Restrictions**

1. Will travelers be required to self-quarantine or be quarantined under legal order? If so, for how long?
   a. If you would like to add a hyperlink to an additional resource like your own health department page, please add the URL in the text box.

   ![Quarantine Restrictions accordion box](image)

**Mask Mandate**

2. Is there a mask mandate? If so, what is it?
   a. If you would like to add a hyperlink to an additional resource like your own health department page, please add the URL in the text box.

   ![Mask Mandate accordion box](image)
Gathering Restrictions

3. Are there limits on gathering size? If so, what do travelers need to know?
   b. If you would like to add a hyperlink to an additional resource like your own health department page, please add the URL in the text box.

Submit Contact Information

4. Do travelers need to submit contact information or any other information to the health department before they travel? If so, how do they do that?
   a. If you would like to add a hyperlink to an additional resource like your own health department page, please add the URL in the text box.

Testing Information

5. Are there any testing requirements for travelers? If so, how do they provide their results?
   c. If you would like to add a hyperlink to an additional resource like your own health department page, please add the URL in the text box.
**Symptomatic Travelers**

6. Who should travelers contact if they have any COVID-19 symptoms?
   d. If you would like to add a hyperlink to an additional resource, like your own health department page, please add the URL in the text box.

**Closed Locations**

7. Are any destinations or businesses closed to travelers? (e.g., beaches, restaurants, bars)
   e. If you would like to add a hyperlink to an additional resource like your own health department page, please add the URL in the text box.
Next you have the option to link to other relevant health departments’ guidance pages. For example, Gwinnett County, Georgia, may choose to include links to guidance uploaded by the nearby Fulton and Dekalb counties. Please list other locations whose guidance you would like to include. **Location names must be separated by commas and include state abbreviations when relevant; e.g., “Atlanta GA, Dekalb County GA, Fulton County GA.”**

Locations added in “**Linked Locations**” appear in the white ovals on the public page. Clicking on the ovals redirects to that location’s guidance.
Lastly, you have the option of setting your health department’s jurisdiction to be state, county, tribal area, territory or city. Locations listed must match the locations that users have access to edit. For example, an error will appear if a NYC health official tries to post guidance for Atlanta GA as mentioned previously.

Once you have completed the form, double check to make sure you have input the information the way you would like to. Once you have reviewed, click “Save and Close.” As soon as you click “Save and Close,” the information will be live on Travel Planner.

**Important note:** You will only see the “Delete” option when updating your jurisdictions guidance. If you are creating a new jurisdiction, you will only see the “Save and Close” and “Exit Without Saving” options.