

University of Guelph COVID-19 Framework for Non- Research Related Travel Outside of Canada

August 30, 2021



IMPROVE LIFE.

Preface

While recognizing that University-related travel outside of Canada may be desirable to achieve academic, learning, and institutional business objectives, the safety of University Travellers and the Host Communities they visit, is always our first priority. This University of Guelph COVID-19 Framework for Non-Research Related Travel Within Canada (“Framework”) provides guidance to assist those considering this type of travel.

Definitions

COVID-19 Protocols - legislative amendments, controls, orders, by-laws and guidelines by the federal, provincial and local governments and public health and any decision by the University made in good faith to control the spread of the COVID-19 virus.

Essential Travel - out of county University-related Travel required for activities which cannot be carried out virtually or in another fashion AND where these would be significant financial or reputational risk to the University if the travel did not proceed. In order to qualify as Essential Travel, approval must be obtained from the University Traveller’s Dean, AVP, or Department Head.

Host-Community - site of University-related Travel activity. May be a country, region, or local community.

Travel Plans - plans with respect to University-related Travel. Travel plans must comply with COVID-19 Protocols and with applicable University policies including but not limited to those identified as Related Policies and Guidelines under this Framework. Travel plans must include a plan for, and consider the costs of, trip cancellation or trip interruption, including appropriate insurance coverages for these eventualities. Travel Plans are to be submitted to the appropriate supervisor as part of the approval required for Essential Travel.

University-related Travel - travel related to University business that is not in support of a University-approved research project. This may include but is not limited to:

- Conference attendance.
- Co-op or experiential learning activities (including internships, placements, rotations, etc.).
- Academic teaching or learning activities (both credit and non-credit).
- Student club, sports team travel or similar extra- or co-curricular travel.

University-related Travel does not include personal travel undertaken before, during or following University-related Travel.

University Traveller - individuals undertaking University-related Travel.

Scope

This Framework takes effect August 30, 2021, and applies only University-related Travel outside of Canada during the COVID-19 pandemic, as defined by the World Health Organization or as otherwise determined by the University. Information on research related travel is available at: [Research Phase-In Framework](#). Students considering international travel should consult the [Safe International Travel Policy for Students](#). Information on University-related Travel within Canada during the COVID-19 pandemic is available in the University of Guelph COVID-19 Framework for Non-Research Related Travel within Canada.

Guidelines or Policy	Responsible Unit
Safe International Travel Policy for Students	Centre for International programs
Off-Campus Activities, Research and Field Trips	Environmental Health and Safety
COVID-19: Guidance for Employees Travelling in a Vehicle	
University Operations: Rebound & Recovery, Measures to Prevent COVID-19 in the Workplace	
Research Phase-In Framework	Office of Research
Travel and Business Expense Reimbursement Policy & Procedure	Financial Services
Athletics Club Travel Policy	Department of Athletics
Varsity Team Travel Policy	Department of Athletics

Principles

- I. The decision to undertake University-related Travel should consider first and foremost the safety of University Travellers and the communities in which we work, study and live.
- II. Consideration should be given for the capacity of the Host community, not just with respect to COVID-19 case-loads but also with respect to the local healthcare system, transportation, and supply chain's capacity.
- III. Ethical consideration should also be given to the burden University Travellers may be placing on resources in the Host Community during the pandemic and the possible negative impacts.
- IV. University-related Travel must follow COVID-19 Protocols subject to any COVID-19 requirements of the Host Community.
- V. Trusted sources of information regarding COVID-19 and travel include but are not limited to, [Public Health Agency of Canada](#), [Global Affairs Canada](#), [World Health Organization](#), [Wellington-Dufferin-Guelph Public Health](#).
- VI. Canadian citizens are strongly encouraged to register with the Canadian Government through the Registry of Canadians Abroad (ROCA). The Registration of Canadians Abroad is a free service that allows the Government of Canada to notify you in case of an emergency abroad of a personal emergency at home.

Requirements

All University-related Travel

- I. Only Essential Travel will be undertaken outside of Canada while a Level 3 Global Affairs Canada travel advisory (Avoid all non-essential travel) is in place due to COVID-19.
- II. University Travellers must have comprehensive travel health insurance that includes coverage for COVID-19 related illness. During the COVID-19 Pandemic, University Travellers must consider availability and expense of appropriate insurance coverage.
- III. University Travellers are expected to exercise care in incurring travel expenses and must comply with the Travel and Business Expense Reimbursement Policy and Procedure.
- IV. University Travellers must plan for potential trip disruptions and cancellations, which may include obtaining appropriate insurance (e.g. airfare).

Guidelines

Student Travel Outside of Canada

All International travel undertaken by students on University-related activities is governed by the University's [Safe International Travel Policy for Students](#). In keeping with this policy, University-related Travel outside of Canada is suspended for all students (undergraduate, graduate and all travel by Recognized Student Organizations and the Central Students Association) while Level 3 Global Affairs Canada travel advisories are in effect. Graduate students for whom travel is essential to their research project should refer to the [Research Phase-In Framework](#).

In addition, all students travelling outside of Canada on University-related activities are required to contact the [Centre for International Programs](#) to register for safe travel services including DepartSmart on-line predeparture orientation and crisis and emergency response support.

For any questions or concerns regarding student travel outside of Canada contact the Centre for International Programs at cip@uoguelph.ca

Non-student Travel Outside of Canada

The Environmental Health and Safety [Off-Campus Activities, Research and Field Trips](#) policy guides employee (faculty, staff), visitor and volunteer travel outside of Canada.

During a Level 3 travel advisory (Avoid all non-essential travel) issued by Global Affairs Canada, any non-student University-related Travel that is not already approved as part of a Research Management Plan must be Essential Travel. Travel Plans must be approved by a Dean, AVP, or Department Head. The Key Considerations for Travel Plans section in this document outlines elements to include in the Travel Plan.

All participants participating in University-related Travel outside of Canada shall maintain proper travel medical insurance for the duration of the trip. Emergency out-of-country insurance coverage is available through the University's Extended Health benefits as long as Canadian provincial health insurance coverage remains valid. Those unsure whether they are enrolled in the University's Extended Health benefits plan with valid emergency out-of-country coverage should contact their supervisor.

Trip planners should review Environmental Health and Safety's [COVID-19: Guidance for Employees Travelling in a Vehicle](#) and [University Operations: Rebound & Recovery, Measures to Prevent COVID-19 in the Workplace](#). **Appropriate Health and Safety measures should be incorporated into the trip plan, communicated to trip participants, and followed during the trip.**

Further, all University Travellers are required to be fully vaccinated with a Health Canada or World Health Organization approved COVID-19 vaccination or have medical exemptions or for grounds protected under the Ontario Human Rights Code. More information on the University's mandatory vaccination policy will be available soon on the U of G Mandatory Vaccination [webpage](#).

A University traveller with concerns about potential University-related Travel should speak with their Administrative Head, which may result in a decision to forego the University-related travel.

Key Considerations for Travel Plans for Non-Student Travel Outside of Canada

- Whether the proposed University-related Travel falls under the definition of Essential Travel.
- Identification of any negative impacts the proposed Essential Travel may have on the Host Community, including but not limited to those identified in Principles II and III above and identification of measures to mitigate those negative impacts.
- Provisions for reasonable and affordable travel health insurance and travel/trip cancellation insurance.
- Contingency plan for sheltering in-place should return travel be suspended or delayed.
- Plan to comply with COVID-19 travel requirements of both the Host Community and Canada. This may include COVID-19 tests, quarantine plans and/or proof of vaccination.
- Itinerary, contact information, and emergency contact information of all University Travellers.
- Address and contact details of the local Canadian embassy.
- Address and contact details of the nearest public or private hospital.
- How the Travel Plan will be communicated to other University Travellers participating in the University-related Travel.