

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

August 30, 2021



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Preface

While recognizing that University-related travel within 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 University-related 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.

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 to University-related Travel Within 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](#). Information on University-related Travel in Canada during the COVID-19 pandemic is available in the University of Guelph COVID-19 Framework for Non-Research Related Travel Outside of Canada.

Guidelines or Policy	Responsible Unit
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](#) and [Wellington-Dufferin-Guelph Public Health](#).

Requirements

- I. 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 expensive of appropriate insurance coverage.
- II. University Travellers are expected to exercise care in incurring travel expenses and must comply with the Travel and Business Expense Reimbursement Policy and Procedure.
- III. University Travellers must plan for potential trip disruptions and cancellations, which may include obtaining appropriate insurance (e.g. airfare).
- IV. 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](#).

Guidelines

University-related Travel for Students within Canada – University Supervisor or Leader Present
The Environmental Health and Safety [Off-Campus Activities, Research and Field Trips](#) policy guides University-related Travel for students within Canada. University-related Travel for student club athletes and student varsity athletes, participating in Department of Athletics programming, must be approved according to the Department of Athletics' Athletics Club Travel and Varsity Team Travel policies.

All individuals responsible for creating Travel Plans 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](#), as applicable.

Appropriate Health and Safety measures should be incorporated into the Travel Plan, communicated to and followed by University Travellers on the trip.

University-related Travel for Students within Canada – University Staff or Faculty Supervisor or Leader Not Present

During the COVID-19 pandemic, and until further notice, student trips by an uninsured, Recognized Student Organization without an assigned University staff or faculty supervisor or leader who shall be responsible for supervision of student University Travellers and for enforcing safety procedures must be approved according to the Student Events & Risk Management (SE&RM) event submission process. Submissions will be reviewed by the University's SE&RM committee. Travel for student club athletes and student varsity athletes participating in Department of Athletics programming must be approved according to travel policies and approval requirements within the Department of Athletics.

All individuals responsible for creating Travel Plans 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](#), as applicable.

Appropriate Health and Safety measures should be incorporated into the Travel Plan, communicated to and followed by University Travellers on the trip.

Within Canada employee travel

The Environmental Health and Safety [Off-Campus Activities, Research and Field Trips](#) policy guides in-country employee travel.

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](#), as applicable. **Appropriate Health and Safety measures should be incorporated into the trip plan, communicated to trip participants, and followed during the trip.**

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 University Travel Within Canada

- Identification of any negative impacts the proposed University-related Travel may have on the Host Community, including but not limited to those identified in Principles III and IV 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 nearest hospital.
- How the Travel Plan will be communicated to other University Travellers participating in the University-related Travel.