

Faculty-led Study Abroad Program Travel Safety Summary

Program

Title: _____

Estimated number of participants: _____

Location/s (Country/City): _____

1-Faculty leader: _____

Departure Date: _____

2-Faculty leader: _____

Return Date: _____

Host Contact

Name: _____

Email: _____

Phone: _____

Title/Relationship to program: _____

Travel Review / Program Refund Deadlines

Consult your travel provider/s and vendors to establish deadlines for refund of program cost.

Travel Reviews will be conducted 1 mo. prior to the following deadlines.

7. Deadline for Full Refund of Program Cost: _____

8. Deadline for Partial Refund Program Cost: _____

Travel Safety Checklist

- Safety Preparations
- Travel Advisors / Entry & Exit Requirements
- Risk Management / Insurance
- Communication Plan
- Travel Review / Program Refund Deadlines
- Appendix: Program Emergency Plan

Safety Preparations

WU requires all participants to be fully vaccinated prior to starting an on-site study abroad program, to comply with entry requirements, minimize the risk that our faculty and students will contract COVID-19 while abroad and to limit the likelihood that faculty and students will encounter travel and program interruptions.

To comply with the regulations all participants must be fully vaccinated and carry a Vaccine Card.

Note: WU Student Health Services can transfer vaccine information from various formats to the official CDC Vaccine Record which is internationally recognized.

In addition, the OIP has the following protocols and commitments established:

All participants ...

- are registered through the Terra Dotta Risk Management System.
- are provided the Alert Traveler global risk management app that constantly monitors changes, trends, and recommendations regarding the health and safety and sends push notifications to keep WU travelers advised of information from health authorities.
- are covered by AIG WorldRisk Travel Guard Insurance. Coverage includes medical assistance and travel medical emergency services and other general assistance.
- register their travels with the US State Department Smart Traveler Enrollment Program.
- complete a Pre-Departure Travel Health and Safety Orientation.
- may complete a Travel Health Consultation with WU Student Health.

Travel Advisories / Entry & Exit Requirements

US / International Authorities:

1. What is the State Department Travel Advisory Level in the location/s:

State Department: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

2. What is the CDC Risk Assessment Level in the location/s:

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

In Country Authorities:

US Embassy in Host Country:

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Host Country's Embassy in US:

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

3. Is travel to the location/s from the US allowed? _____ Provide direct link/s to information:

4. What are the requirements to enter the location/s? Provide direct link/s to the instruction:

Note: If the entry to the country requires International Health Insurance coverage this additional expense will need to be added to the program budget.

5. What are the requirements for exiting the location/s? Provide direct link/s to the information:

6. What are the requirements for reentering the US? Provide direct link/s to the information:

Risk Mangement / Insurance

All participants are covered under Washburn University's Liability Insurance Plan: AIG WorldRisk with Global Assistance Services through Travel Guard.

This coverage is **NOT Health Insurance**. It is important that participants check with their insurance carrier to make sure their health insurance coverage will apply while in another country. Expenses incurred upon return are not covered by this policy.

This coverage is **NOT Trip Cancellation Insurance**. Trip cancellation coverage can be purchased through online services or a travel agent.

AIG WorldRisk & Travel Guard information:

WU AIG WorldRisk Insurance Brochure

WU AIG WorldRisk Insurance Policy

WU AIG WorldRisk and Travel Guard Assistance Services and Card

AIG Travel Guard Security Evacuation Process

AIG Travel Guard Medical Evacuation Process

Communication Plan

In the event of a crisis, the [WU Study Abroad Crisis Management Plan](#) will be executed.

Faculty leaders can contact the OIP by email, phone or text message.

If an incident arises use the [Incident Report Form](#) to record the information and contact the OIP.

VPAA Approval

Signature: _____

Date: _____

Appendix: Program Emergency Plan

I. Planning

The following questions should be addressed when planning the program.

- Are physical distancing protocols in place in the locations that participants will visit?
- Can lodging be provided in such a way as to allow for required physical distancing?
- How will meals be organized to ensure required social distancing?
- Do different modes of transportation ensure proper social distancing?
- Do I have all participants phone numbers and emergency contact information?
- Do all participants have a sufficient supply of Personal Protective Equipment? (mask, sanitizer, and if applicable protective gear such as face shield, gloves, eye goggles & gown)

Before Departure

- Consult with the Office of International Programs to determine any necessary updates to liability waivers that need to be signed by participants.
- Encourage temperature checks and health assessment of each traveler, receive verbal confirmation that all participants are free of symptoms.
- Ensure each traveler has cloth face coverings.
- Have PPE on hand throughout the duration of the trip.

During Travel

- Follow CDC guidelines, wear mask and practice social distancing.
- Daily confirmation that health assessment has been completed by all participants.

What if an individual becomes ill on the trip?

- Self-isolate (room assignments may need to be adjusted).
- Testing should be conducted as soon as possible at a local testing center.

II. General Information for Handling and Emergency:

1. Notify Washburn University in the following order:

(Provide this emergency contact list to all on-site staff in the host country)

- Washburn Police (24 hours): +785-670-1153
- WU International Programs Director: +785-220-3913 c: 785-220-3913
- WU Study Abroad Coordinator: +785-250-7723 c: 785-250-7723

2. How can WU contact you quickly in the event of an emergency?

3. How will students contact you, in the event of an emergency?

4. Where is the nearest US Embassy from the program site?

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

III. Contingency Plans for Emergency Situations

1. How will you connect the student/s with the nearest hospital/medical center if they become symptomatic?

Note: Exposure to an infected individual would result in self-isolation of the faculty/staff/students upon their return to campus. The consequences of isolation would include disruption to professional and personal lives.

2. How will you arrange for the students to fly back to the U.S. if the program is interrupted/canceled?

3. How will you arrange for the student/s to stay in country if they test positive for COVID-19 and are required to isolate/quarantine? Include detailed information regarding how students will access to medical care, meals, and transportation in country and international.

4. How will you arrange for students to continue the program if you become ill and must be hospitalized or quarantined? Include detailed information, if you do not have a co-leader, is there on-site support through a provider or partner in the host country or will you designate a student leader?

5. How will students receive credit for the program if they are not able to complete the program due to illness?