**Office of global engagement**

**Petition for International Travel During the COVID-19 Pandemic**

DRAFT

**Traveler’s name:**

**Status (faculty, staff, student, full-time, part-time, adjunct, etc.):**

**NWU department (include all that apply):**

**Endorsed by:**

**Academic Advisor (student);**

**Supervisor (staff):**

**Department chair (faculty):**

**Travel funding source (if applicable):**

**International destination (city / country):**

NOTE: For multi-destinations, include a draft itinerary—what days will you be in which places (city, country).

**Proposed travel dates:**

**Date submitted:**

Overview

NWU-sponsored travel to destinations listed as “Level 4: Do Not Travel” by the U.S. Department of State is strictly prohibited by NWU policy. All travelers must present a compelling rationale to travel to international destinations classified as either:

* A U.S Department of State (DOS) [Travel Advisory](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) Level 3.
* A Centers for Disease Control (CDC) [COVID-specific Travel Health Notice](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) (THN) Level 3-4 or Level Unknown.
* A U.S. Department of State (DOS) Travel Advisory Level 4 due to medical/health advisories only. (If there are additional reasons for the Level 4 Travel Advisory, no petition will be accepted for review.)

The rationale must specifically address the U.S. Department of State’s Travel Advisory information, including any special notes about specific sites within the country that may be listed at a different level than the overall advisory level. For instance, indicate where the program will happen in relation to the areas named in the advisory and what measures will be in place for safety and risk management.

Faculty, staff and students who wish to undertake university-related international travel must complete this petition prior to travel, and faculty and staff must receive approval from their department chair (faculty)/supervisor (staff). The goal of this enhanced procedure is to promote decisions and practices that can mitigate the traveler’s exposure to COVID-19.

* No faculty, staff or student is required to travel abroad at this time; any participation in travel during the pandemic is strictly voluntary and the traveler assumes responsibility for travel during this trip.
* The traveler understands that the university may be limited in its ability to provide assistance and resources in the event of a crisis, including the possibility of being stuck in the host country due to newly imposed travel restrictions or a positive COVID-19 diagnosis.
* The university retains the right to withdraw approval and/or require the traveler to leave a high-risk location at any time.

Submission Timeline

This petition should be completed and submitted at least four to six weeks before preferred travel dates. If the traveler has already secured tickets for international travel, please note that will NOT impact the final decision.

Essential International Travel

* Essential international travel includes travel for research, teaching or other mission critical activities. Specifically:
	+ Essential travel for faculty and staff is travel that is critical to NWU-related employment, research or teaching responsibilities, recruitment, admissions testing, fund-raising, or other purpose as deemed mission-critical by the department chair (faculty) or the supervisor (staff),

and cannot be postponed or conducted virtually.

* + Essential travel for students includes travel to participate in educational or experiential activities required for degree completion that cannot be postponed or conducted virtually.
	+ Conference attendance, seminars, meetings and voluntary speaking experiences are considered non-essential travel for students, faculty and staff.

Travel Preparation

1. I have reviewed all of the following resources concerning my travel destination during the planning stages and will continue to review these resources up to my departure.
* Centers for Disease Control (CDC) guidance: [before](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html) and [after travel](https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html)
* DOS [Travel Advisories](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/); also review the U.S. Embassy’s web page for your destination country linked in the Travel Advisory
* CDC [Travel Health Notices](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) map and other [Traveler Guidance](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)
* International Airport Transport Association- [AITA TravelCentre](https://www.iatatravelcentre.com/world.php)
* Information from host institution and/or host program
* Yes
* No
1. What is the U.S. DOS Travel Advisory Level rating for your destination?
* Level 1: Exercise Normal Precautions
* Level 2: Exercise Increased Caution
* Level 3: Reconsider Travel
* Level 4: Do Not Travel
1. What is the CDC COVID-specific Travel Health Notice rating for your destination?
* Unknown
* Level 1: Low
* Level 2: Moderate
* Level 3: High
* Level 4: Very High

Necessity of Travel

1. What is the purpose of the trip?

1. Explain, **in detail**, why the NWU International Education Committee should approve this petition. For example, how does this proposed trip address the university’s definition of essential travel? In other words, a) why is this trip critical to your work/study/academic program; b) why can’t the trip be postponed; and c) why can’t it be conducted remotely?

The rationale must specifically address the U.S. Department of State’s Travel Advisory information, including any special notes about specific sites within the country that may be listed at a different level than the overall advisory level. The rationale must include information on any countries or areas of the host country where the traveler will stop en route to their final destination. For instance, indicate where the program will happen in relation to the areas named in the advisory and what measures will be in place for safety and risk management. The rationale should also specifically address information from the US Embassy in the host country, all CDC guidance and AITA resource listed above in #1.

1. Have you attached or forwarded approval of this travel from your supervisor (staff), department chair (faculty), or academic advisor (students)?
* Yes
* No
1. Have you confirmed with a host entity or institution that you will be able to conduct your activities as planned (if applicable)?
* Yes. Please see attached documentation from my host entity/institution
* No
* N/A

Travel Logistics

1. From which country will you be traveling to your destination?
2. Are any stops in or visits to other countries part of this trip? If so, list those countries.
3. Is your destination accepting visitors originating from this country?
* Yes
* No
1. What are the COVID-related entry requirements for your destination?

Self-quarantine/Isolation

1. Will a self-quarantine period be required upon arrival per the host country’s regulations?
* Yes
* No
1. If so, what are the quarantine arrangements and additional costs associated with housing and meals?
2. Are you prepared to isolate for 10 days (or more) and care for yourself in your destination if you become ill with COVID, or have been exposed to a contact that has been diagnosed with COVID?
* Yes
* No
1. If so, what are your isolation arrangements and additional costs associated with housing and meals?
2. Do you have adequate funding to cover costs associated with a COVID quarantine or isolation period?
* Yes
* No
1. As of 26 January 2021, the CDC has issued new, [mandatory pre-flight COVID testing](https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html) for all traveler returning to the U.S. from abroad, regardless of citizenship, no more than three day before their flight departs. Have you investigated how to comply with this requirement?
* Yes
* No
1. Are you prepared to pay out-of-pocket for a pre-flight COVID test? (Note: EIIA does not cover the cost of asymptomatic testing. Contact your study abroad insurance provider to see if reimbursement for asymptomatic testing is permitted. If so, save all receipts).
* Yes
* No

COVID Prevention

1. Are you willing to commit to routine COVID-19 mitigation practices, such as wearing a face covering at all times, practicing social distancing, engaging in frequent hand washing/sanitizing, limiting gatherings as directed by a host institution, organization, or government, participating in symptoms reporting or surveillance testing (if required), staying at home if ill, and following guidelines from designated local health authorities?
* Yes
* No
1. Are you able to obtain personal protective equipment (PPE) such as a mask, face shield, hand sanitizer, etc., for your trip?
* Yes
* No
1. Should you need to replace or replenish your PPE during the trip, is it available in your destination?
* Yes
* No
1. What other risks factors have you considered associated with your travel or destination and how will you mitigate those factors? (Examples might include anti-foreign sentiment, pre-existing health issues, political instability, capacity of the local health care system to provide care if you need it, impact on local vulnerable population etc.).

Health care

1. Have you submitted to NWU your proof of vaccination for COVID-19?
* Yes
* No
1. Have you reviewed NWU’s international insurance plan (provided by EIIA) prior to departure?
* Yes
* No
1. How will you obtain COVID testing in your destination country? Is there an out-of-pocket cost?
2. Where is the nearest hospital or clinic where you can receive medical care, if needed?
3. Do you understand how to access care through EIIA's medical assistance and insurance plan? If not, please email sbarr@nebrwesleyan.edu with questions or request a virtual appointment.
* Yes
* No

Change in Conditions

1. If there is a sudden change in conditions and international borders suddenly close, what arrangements will you make?
2. Will you be able to complete your research/study/work remotely, if conditions warrant?
* Yes
* No
1. Are you prepared to financially manage any last-minute change of plans involving transportation and accommodations?
* Yes
* No
1. Upon your return, are you able to quarantine at the length required by NWU or the state/country health authority of your U.S. residence without disrupting your NWU responsibilities? (Please review the CDC’s guidance for [returning international travelers](https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html)).
* Yes
* No