

Safety Plan for Group Travel

Submit the following information to the International Travel Oversight Committee (ITOC) at itoc@wustl.edu. Forms should be submitted at least 30 days before the trip's departure.

Safety plans must be reviewed and approved by the ITOC Executive Body in order to proceed.

Contact itoc@wustl.edu with any questions. If the trip is approved, the Group Leader will be responsible for completing and submitting the Pre-Travel Checklist for Group Travel (distributed with approval notice).

SECTION 1: BASIC TRIP INFORMATION

Group Leader's name:

Group Leader's e-mail:

Name of sponsoring school/department or organization:

Trip dates:

List the program's locations:

Country	City	Estimated arrival date	Estimated departure date

SECTION 2: PROGRAM DETAILS

- 1) Briefly explain the program's purpose and an overview of planned activities.

- 2) Anticipated number of WashU students participating in this program
 - a. Undergraduate students:
 - b. Graduate students:

- 3) Anticipated number of WashU faculty/staff participating in this program:

SECTION 3: TRAVEL LOGISTICS

- 1) Provide a brief overview of the accommodations (hotel, hostel, host family, apartment, dorm, campsite, etc.), including how they were chosen and/or vetted for safety and security. Please note if the program has stayed with this accommodation before.

- 2) Describe the transportation methods for each location on your itinerary, including transportation to and from the work/study site. Is the in-country partner arranging transport? If WashU faculty/staff are driving, please include that information. If the plan includes faculty/staff renting and driving vehicles outside of the U.S., U.S. territories, or Canada, please review the university’s [Rental Vehicle policy](#).

- 3) If already selected, please list the accommodation(s) for each city listed in the program’s itinerary.

Accommodation Name	Address	Dates of Stay	Website (if applicable)

SECTION 4: DESTINATION CONDITIONS AND IN-COUNTRY PLAN

- 1) Is the destination under a university travel suspension condition? University travel suspension conditions are listed [here](#). **If yes, you must complete Section 5.**
 Yes No

- 2) What is the destination’s Travel Advisory Level, according to the [Department of State](#)?
 Level 1 Level 2 Level 3 Level 4

- 3) Does the [Centers for Disease Control](#) currently have an alert/warning in place for the destination(s)?
 Yes No

- 4) What are the current [International SOS](#) travel and health risk ratings for the destination(s)?
 Travel rating:

 Medical rating:

- 5) If applicable, provide the name(s) of the program’s in-country partner(s) and/or host organization(s). Partners are those with professional experience supporting international academic experiences. Please describe this experience and include phone number(s) to be used in case of an emergency.
- 6) In the event of an emergency, how can the Group Leader be reached? Please include a local mobile phone number and any other means of communication.
- 7) Who is the university contact who will be in the U.S. and available in case of an emergency while the group is abroad? Please provide a name, title, after-hours phone number, and e-mail address. This contact should be made aware that they have been listed as the primary university point of contact before submitting the form.
- 8) Will the group participate in training session(s) to prepare for logistical and cultural issues as well as understating the program rules, expectations, and relevant health and safety information?
- Yes No
- 9) Will the Group Leader verify that all participants register this trip in the [university travel registry](#)?
- Yes No

If you are traveling to a location that is not under a university travel suspension condition, skip ahead to sign and date the bottom of this form. Do not complete Section 5.

SECTION 5: SUPPLEMENTAL INFORMATION

This section is only required if your destination(s) is under a university travel suspension condition. Check [here](#) for a current list of locations under a travel suspension condition.

- 1) Please explain the risks and/or conditions present in the destination(s). Risks can be found through the [Department of State](#), the [Centers for Disease Control](#), and [International SOS](#).

- 2) What steps will the program take to mitigate these risks?

- 3) Please explain why the program’s objectives cannot be achieved in another, less risky location.

- 4) Is there any additional information that the ITOC Executive Body should consider when evaluating this safety plan?

SECTION 6: SIGNATURES

Group Leader’s signature: _____ Date: _____

ITOC Representative’s signature*: _____ Date: _____

**If you do not know your ITOC Representative, please e-mail itoc@wustl.edu for more information.*

Please continue on to the next page to complete the COVID-19 Planning Annex.

COVID-19 Planning Annex

Due to the cascading impacts of the COVID-19 pandemic, the travel landscape has shifted significantly. With these changes, we need to carefully consider certain programmatic logistics for university international group travel. These elements are based on health and safety concerns. Programs should also take into consideration financial implications, academic continuity concerns, internal staff capacity, etc. If you have any questions about this annex, please contact itoc@wustl.edu.

- 1) How will you remain up-to-date on changing travel conditions and entry requirements? Keep in mind that entry requirements can differ based on citizenship and/or country of departure.

- 2) How will you ensure that all travelers understand travel conditions and entry requirements?

- 3) What will you do if a traveler has symptoms of COVID and/or tests positive for COVID during the trip? How will you support the traveler? How will you ensure that local guidance for quarantine and isolation are followed? This includes accommodations, meals, access to healthcare, and academic continuity. How will you ensure the rest of the group remains supported?

- 4) How will travelers access reliable and timely testing in order to re-enter the U.S.?

- 5) How will accommodations be set up to reduce the risk of group exposure? For example, do travelers stay in single-occupancy accommodations?

- 6) How will large groups be organized to reduce the risk of group exposure? Will they be broken into smaller cohorts?

- 7) How will you ensure that your itinerary is flexible to change? What is your contingency plan in the event of trip disruption? Below are some sample scenarios to think through:
- Traveler(s) test positive prior to departure.
 - Traveler has symptoms of COVID during the trip and requires isolation, medical assistance, and testing.
 - Traveler tests positive for COVID during the trip and is quarantined (potential group exposure).
 - Group Leader tests positive for COVID during the trip and is quarantined (potential group exposure).
 - Traveler/Group Leader tests positive and is quarantined beyond the group's departure date (potential group exposure). Staff member is needed to stay in location with quarantined traveler longer than expected.
 - Traveler/Group Leader tests positive for COVID within 10 days of returning home (potential group exposure).
 - Traveler/Group Leader is denied boarding on departure, connection, internal, or return flight due to miscommunication or misunderstanding of necessary COVID documentation.
- 8) Are there enough Group Leaders in case a student falls ill? What if one of the Group Leaders were to fall ill while abroad?
- 9) Do Group Leaders have flexibility in their schedules to stay back if a student were unable to return at the planned end date due to illness or exposure? Can the other Group Leader manage the return trip if one of the Group Leaders falls ill and has to stay behind?