

UVic COVID-19 Special Authorization to Travel

Safety Planning Record for student travel to all international locations.

Overview

Although UVic remains firmly committed to international education, we are also facing significant travel restrictions for inbound and outbound travel in Canada (GAC level 3 Global Travel Advisory) and in many countries around the world. Taking direction from federal, provincial and local health authorities, UVic has made the decision to place a hold on university sanctioned, outbound global student mobility programs until such time that the Canadian government lifts the global travel advisory (GAC Level 3) (including exchange, co-operative education, practica, and internships).

Individual students who have special circumstances or are participating in graduate programs where international travel is necessary can request permission to continue in a UVic sanctioned program or activity abroad. This temporary process to review and approve requests has been established to facilitate special authorization to travel.

Academic units are best positioned to determine the importance of international mobility for their students/programs. As such, in order to continue in a UVic sanctioned program or activity abroad, a Special Authorization for Travel Form needs to be signed by the student, their supervisor/program lead and their dean.

Instructions

This Safety Planning Record enables you to document the potential risks that you may encounter in your international location, and to create a plan for mitigating those risks. You may undertake your travel only when you have gained authorization to travel from all approval authorities listed here

Useful resources for researching the risks associated with this travel include:

- Country report for the location(s) from Global Affairs Canada: travel.gc.ca/travelling/advisories
- **International SOS**: Requires UVic Netlink login

If you have questions about the form or process, please contact OGE: ioglobal@uvic.ca

After completing the form and obtaining signatures, submit the signed form to the Office of Global Engagement: ioglobal@uvic.ca

Form must be received in the OGE no later than 6 weeks prior to the student's travel.

Traveler Information

First Name:	Last Name:
Address:	
City:	Province:
Postal Code / ZIP Code:	Country:
Phone Number:	Email:
V Number:	Faculty:
Date of Departure:	Date of Return:

Faculty/Staff Member Supporting this Travel

Faculty/Staff First Name:	Faculty/Staff Last Name:
Phone Number:	Email:
Department/Program:	Faculty:

Names and departments/units of other faculty members or staff participating in planning for this project:

Travel Details

Country:
Region:
City (or nearest city):

Describe any previous experience or background that you have in this region:

Describe the range of activities that you will be engaged in during the international activity:

Summarize your complete travel itinerary, including all locations and dates:

Are others traveling with you? If yes, please list their names and affiliations (i.e., UVic student, UVic faculty member, student at another Canadian university, etc.):

Academic Necessity of Travel

Is this travel part of a credit-based activity at UVic? If yes, indicate the course/program name and number? :

What significant negative consequences to your academic program will occur if you don't complete this international activity now? :

Support and Guidance in the Region

Name of Local Organization with which you are working:	
Contact first name:	Contact last name:
Phone Number:	Email:
Describe the local organization's current policies in place and response to the COVID-19 situation and what they will do to ensure your safety:	
If you plan to travel alone, indicate your communication plans with your program lead:	

Risk Assessment and Emergency Planning

List identified hazards associated with travelling internationally during the COVID-19 global outbreak and risk management measures planned or taken for eliminating or reducing risks to acceptable levels. Some hazards have been identified for you. Include other potential hazards following those already identified.

Resources that will assist you in completing the risk assessment and planning:

International SOS: Please call ISOS for a security and medical briefing for your destination country and region. They can help you further determine risk hazards and how to plan ahead to mitigate those risks and where necessary, react with an emergency plan.

Government of Canada Travel website: Review information, advisories and advice for your destination country. Include any additional hazards and corresponding risk analysis and management plans that you identify after utilizing these resources.

Hazard: Identify the potential hazard (some relevant hazards have been identified for you)

Risk Analysis: After researching your destination and host institution's policies and current response plans, identify the likeliness of the hazard occurring during your travel and how the occurrence of this hazard will impact you. (some risk analysis examples have been identified for you)

Risk Management Plan: Consult with ISOS (via phone briefing) and Global Affairs Canada website for assistance in preparing your individual response plan should the hazard occur (some examples of applicable responses have been identified for you)

Please remove any example responses that are not applicable to you and add any others that you identify as being relevant to your situation.

Hazard	Risk Analysis	Risk Management Plan

Hazard	Risk Analysis	Risk Management Plan

If the safety of your situation changes how will you leave the area? What emergency plans are in place (please note, UVic will not be able to assist in your return to Canada under this current travel suspension. International travel will be at your own risk):

How will you prepare to ensure you can manage the impact of this transition including your well-being and capacity to fully engage in this experience? What do you know about yourself that may make this challenging?:

Signatures and Authorizations

Traveler's Name:	
Signature of Traveler:	Date:
Comments:	

The UVic Faculty/Staff Member who supports this travel Yes No

UVic Sponsor Name:	
Signature of UVic Sponsor:	Date:
Comments:	

The Dean or Director who approves this travel Yes No

Head of Unit Name:	
Signature of Dean or Director:	Date:
Comments:	

Upon completion of the form, submit to the Office of Global Engagement: ioglobal@uvic.ca

Completed forms must be received in the OGE no later than 6 weeks prior to travel.

If the OGE has any concerns, they will contact the relevant dean and program lead within one week.

The OGE will connect with the student who will be traveling to facilitate the required travel preparation process including registration of trip details in International SOS.

Students should also be aware of the current limitations on the university's ability to support them while abroad and the current restrictions applying to international travel.