**COVID-19 Travel Risk Assessment**

University of Regina students, faculty and staff travel both domestically and abroad. While these trips can be enriching opportunities, they also bring their own unique set of risks. This document offers a set of guidelines for ensuring that risk assessment tools are used in order to avoid or mitigate these risks. The development of a travel safety plan and emergency plans ensure appropriate response to unexpected incidents.

The University of Regina does **not** recommend travel to places listed in ‘Avoid non-essential travel’ or ‘Avoid all travel’ by [Government of Canada Travel Advisories.](https://travel.gc.ca/travelling/advisories)

**PART A: Travel Information and Communication Plan**

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| ***Trip Information*** | |
| **Traveler Name:** | **Traveler Contact:** |
| **Department:** | **Departure Date:** |
| **Manager/Director:** | **Place of Departure:** |
| **Support Staff contact:** | **Date of Return:** |
| **Location(s) of Trip:** | **Place of Return:** |
| **List of cities or locations visiting (if more than one):** | |
| **General Contact and Phone #** | **International Contact and Phone #** |
| 1. **Airline(s)** | 1. **Consulate in Canada** (call collect) 613-944-1310 |
| 2. **Hotel(s**) | 2. **[International Association for Medical Assistance](http://www.iamat.org/)** [to](http://www.iamat.org/)  **[travelers (IMAT)](http://www.iamat.org/)** 519-836-0102 or 416-652-0137 |
| 3. **Client(s)** | 3. **Passports** 1-800-567-6868 |
| 4. **Local Police** | 4. **Travel Reports** in Canada or US 1-800-267-6788 or  613-944-6788 <http://travel.gc.ca/> |
| 5. **Local Hospital(s)** | 5. **Local Consulate** (please add) |
| 6. **Ambulance** | 6. **Sunlife Insurance** 1-202-296-7493 |
| **University Contact and Phone #** | **Emergency Contact and Phone # (list many)** |
| 1**. Director** | 1. **Next of kin** |
| 2. **Manager** | 2. |
| 3. **Administration** | 3. |
| 4. **Campus Security** 306-585-4999 | 4. |
| 5. **Health, Safety, & Wellness** 306-337-2370 | 5. |
| 6. **Financial Services** 306-585-4979 | 6 |

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| **Check-In Plan** | | | |
| **The designated person will be notified upon departure, return, and at the expected intervals.** | | | |
| **Designated Person:** |  | **Contact:** |  |
| **Date/Time departure:** |  | **Date/Time Return:** |  |
| **Expected check-in intervals:** |  | | |
| **Additional Comments:** |  | | |

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| **COVID-19 Specific Resources and Information** | |
| [Government of Canada COVID-19: Travel, Testing and Borders](https://travel.gc.ca/travel-covid) | COVID-19 specific instructions and information for travelers to and from Canada regarding testing and quarantine requirements, vaccinations, and other plans/restrictions. |
| [Government of Saskatchewan Travel Information](https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/travel-information) | Information and requirements for travel to/from the province of Saskatchewan. |
| [CDC: COVID-19 Travel Recommendations by Destination](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) | This site has information on Travel Health Notices from the Centers for Disease Control and Prevention. |
| [COVID Checker](https://www.covidchecker.com/en/) | An online travel resource that compiles the current travel restrictions and requirements based on country of departure and arrival. |
| **General Travel Resources and Information** | |
| [ArriveCAN](https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/arrivecan.html) | Mandatory travel information and submission of travel plans to the Government of Canada. |
| [Travel Advice and Advisories from the Government of Canada](https://travel.gc.ca/travelling/advisories) | Advisories by destination including: local safety and security, entry and exit requirements, local laws and culture, health hazards and restrictions, climate and natural hazards. |
| [Government of Canada Travel Health and Safety](http://travel.gc.ca/travelling/health-safety) | This site will inform you on topics such as: vaccinations, disease, health and safety travel kits, bed bugs, insect bites, sun safety precautions, a list of local hospitals, etc. |
| [Government of Canada Travel Documents](https://travel.gc.ca/travelling/documents) | This site advises you about all the required documents you will require when traveling. Such as; passport, visas, ID and other important travel documents you should be aware of. |
| [Government of Canada Embassies and Consulates](http://travel.gc.ca/assistance/embassies) | To find the Embassy and Consulate by destination. |

**PART B: Travel Preparations and Assessment**

Travelers must be prepared for additional precautions and restrictions based on the local, state and federal regulators, as well as risks and requirements specific to public and private business/services of the destination. This includes airlines and other transportation industries, host institutions, work sites, and accommodations.

These resources may not be inclusive to the public health measures in place locally at your destination or of the commercial/private/public services associated with travel. You must source these resources to accurately plan your travel, understand the risks of travel to that destination, and be able to comply with travel related measures and mitigate risks.

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| Yes | No | N/A | **Trip Documents and Requirements** |
|  |  |  | [Travel Authorization Form](https://ursource.uregina.ca/fs/workflow/travel-authorization/) has been submitted to Financial Services. |
|  |  |  | Trip Itinerary has been left with UR personnel/supervisor. |
|  |  |  | Modifications to trip itinerary must be submitted to supervisor and designated person(s). |
|  |  |  | Traveler and designated person(s) have relayed communication plan, including means of communication and contingency if check-in is unsuccessful. |
|  |  |  | Traveler has access to an electronic copy of passport for emergencies. |
|  |  |  | Traveler has a copy of Sunlife Insurance contact numbers. |
|  |  |  | Cellular phone has Region/Country specific international phone coverage. |

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| Yes | No | N/A | **Advisory Checklist** |
|  |  |  | Does the travel include any destination(s) or lay-overs in a country advised against for all travel or all non-essential travel by the Government of Canada? |
|  |  |  | Have you reviewed COVID-19 specific travel requirements, advisories, and risks for the place of departure, arrival, and any lay-overs and communicated these risks with your supervisor? |
|  |  |  | Have you contacted, reviewed, and are able to comply with local requirements/restrictions of the destination (host, work site, accommodations)?  \*Some accommodations/hosts require specific screening/assessment, contact these partners before departure to ensure requirements can be met. |
|  |  |  | Have you prepared all sufficient documentation (such as testing, vaccinations records, forms) to enable you to travel?  \*Ex. ArriveCAN requires information be submitted up to 72 hours within travel. |
|  |  |  | Have you sourced local authority resources and information allowing you to keep aware of the local situation and follow local public health advice? |
|  |  |  | Will your travel avoid going to any locations where there is a COVID-19 outbreak or confirmed COVID-19 cases? |
|  |  |  | Will you be able to avoid time in large crowds or crowded areas? |
| Yes | No | N/A | **Medical Requirements** |
|  |  |  | Are you aware of local medical facilities in the region(s) traveled? |

**Once completed please submit to your Dean/Supervisor  
  
  
Signature of Dean/Supervisor**

Name (print) Signature Date