**Petition for Faculty or Staff International Travel During the Pandemic**

DRAFT

**(effective December 17, 2020 / Updated February 5, 2021)**

**Employee’s name:**

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

**Northwestern home school / unit / department (include all that apply):**

**Supervisor (staff):**

**Department chair or unit director and dean (faculty):**

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

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

**Proposed travel dates:**

**Date submitted:**

Overview

During the pandemic, all travelers must present a compelling reason to travel to an international destinations 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 1-4.  Faculty and staff who wish to undertake university-related international travel must complete this petition and receive approval from their supervisor or department chair / unit director **and** dean. The goal of this enhanced procedure is to promote decisions and practices that can mitigate the traveler’s exposure to COVID-19.

* No employee 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 to [Mark Francis](mailto:mark.francis@northwestern.edu), Associate Provost for Operations and Facilities, at least four-six weeks before preferred travel dates.

Travel Preparation

1. I have reviewed the following resources concerning my travel destination during the planning stages and will continue to review these resources up to my departure.

* Northwestern’s [travel guidelines](https://www.northwestern.edu/coronavirus-covid-19-updates/campus-return/expectations/travel.html)
* Centers for Disease Control and Prevention (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)
* U.S. Department of State (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)
* Yes
* No

1. What is the U.S. DOS COVID-Related 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 this proposed trip meets the university’s definition of essential travel for faculty or staff. In other words, a) why is this trip critical to your work; b) why can’t the trip be postponed; and c) why can’t it be conducted remotely? See also Northwestern’s [travel guidance / expectations](https://www.northwestern.edu/coronavirus-covid-19-updates/university-status/travel.html) for the complete definition of essential travel.
2. Have you attached or forwarded approval of this trip from your supervisor, department chair, or unit director?

* Yes
* No

1. Have you attached or forwarded approval of this trip from your dean?

* 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
* No
* N/A

Travel Logistics

1. From which country will you be traveling to your destination?
2. 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?

* 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 1/26/2021, 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: GeoBlue does not cover the cost of asymptomatic testing. Contact your domestic 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, impact on local vulnerable population etc.).

Health care

1. Will you enroll with Northwestern’s [GeoBlue for Employees](https://www.northwestern.edu/global-safety-security/health-safety/travel-health/geoblue-global-health-insurance/geoblue-for-employees.html) plan prior to departure? Or, are you already enrolled? Remember, no travel dates or destination is required – this is a one-time process.

* 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? (OGSS can assist in identifying GeoBlue-affiliated facilities).
3. Do you understand how to access care through [GeoBlue’s](https://www.northwestern.edu/global-safety-security/health-safety/travel-health/geoblue-global-health-insurance/geoblue-for-students.html) medical assistance and insurance plan? If not, please email [globalsafety@northwestern.edu](mailto:globalsafety@northwestern.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. Do you agree to make your air travel arrangements through one of Northwestern’s [preferred providers](https://www.northwestern.edu/procurement/travel/agencies/)?

* Yes
* No

1. Have you discussed reimbursement policies with an adviser, professor or supervisor to accommodate the need to quarantine, isolate or return home? (Note that reimbursement of personal expenditures may not be available.)

* Yes
* No

1. Upon your return, are you able to quarantine at the length required by Northwestern or the state/country health authority of your U.S. residence without disrupting your Northwestern 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

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**For Provost’s Office Use Only**

**Date received:**

**Approving applicable supervisor / department chair / unit director and date:**

**Approving applicable dean and date:**

**Date reviewed:**

**Decision:**