I. **Overview**
This plan provides guidance to Office of International Education staff, group Program Leaders and Administration that will lead to informed go/no-go travel decisions, to appropriate risk mitigation strategies when a decision is made to travel, and to development of Virtual Global Immersion Experiences when travel is not advisable.

**Goals**
1. Ensure that as responsible global citizens we do not contribute to the spread of COVID-19.
2. Reduce opportunities for transmission among travelers and between travelers and the communities they visit.
3. Maintain robust opportunities for participation in Global Immersion Experiences.

**Organizing Questions**
1. What reliable resources are available to us to help us identify and address risks?
2. What risks do we need to consider?
3. What criteria need to be met before running a program?
4. What strategies do we put into place to mitigate and communicate risks?
5. How do we document our mitigation strategies to provide evidence for compliance?
6. How do we offer alternative Global Immersion Experiences when travel is not advisable?

II. **Applicability:**
These guidelines apply to all off campus domestic and international programs operated, sponsored, or recommended by the Office of International Education and to all UW employees engaged in the development or implementation of these activities.

III. **Procedure: Moderate Alert Protections in Place**

**Procedure/Process**
Risk Assessment and strategies for identifying and addressing risks associated with travel during the COVID-19 pandemic have been integrated into the Office of International Education Development and Operation of Off-Campus Programs Standard Operating Procedure.

1. OIE Program Managers complete a full risk assessment for each program individually, including assessment of COVID-19 related risk, and document these on the Location, Site & Activity Risk Assessment form for each program.
   - Identify risks, including risks related to COVID-19.
   - Recommend strategies to address risks.
2. OIE Program Managers submit the risk assessment to the OIE Director for review and feedback.
3. OIE Program Managers discuss the risk assessment with Program Leaders and communicate feedback to the OIE Director.
4. Program Leaders sign off on the risk assessment when complete.
5. Applications to Lead a Program are forwarded to the Provost's Office for review and potential approval. If approved, continue with this procedure. If not approved, apply to offer alternative Global Immersion Experiences (non-travel) on a cost recovery financial model when appropriate.
6. OIE Program Managers, the OIE Director and Program Leaders integrate strategies for addressing risks into orientations, course syllabi, program logistics, the application process (e.g. signed risk acknowledgements), Requests for Proposals and contracts with external vendors, emergency & contingency plans, etc.
7. **OIE will NOT follow the UWS procurement requirement that vendors be selected based solely on lowest cost.** OIE will balance cost against traveler health, safety, security, academic & cultural experience, and ability of the vendor to both comply with CDC and/or ECDC (European Center for Disease Control) guidance and select 3rd-party contractors that also comply with CDC and/or ECDC guidance.
8. The OIE Director and Program Managers continuously monitor the health, safety and security environment of all destinations. In the event of a negative change, the Director and Program Manager/s for affected destinations reassess risks and begin from step 1 within this procedure.

**Face Covering Requirements**

- All travelers purchase and carry sufficient numbers of masks for personal use. Travelers should assume that there will be no opportunity to wash masks.
- All travelers wear a mask at all times when indoors and when within six feet of other people outdoors or, if more stringent guidance is observed locally, all travelers comply with local masking protocol.
- OIE provides links to the CDC website with information on how to clean a mask, how to wear a mask, proper fit, and efficacy of varying mask options.
- For group programs, include the following language in the syllabus: "The Program Leader may, at their own discretion, cancel one or more activities with or without identifying a replacement
activity, if the environment in which the activity is to take place appears incompatible with current guidance on reduction in disease transmission. Likewise, group members may, at their own discretion, opt out of activities if they feel that the environment in which the activity is to take place appears incompatible with current guidance on reduction in disease transmission."

- For group programs, include language in the syllabus that is consistent with syllabus language recommended for all courses at UWO.

### Physical Distancing Parameters - Venues

- Schedule time in indoor venues during the lowest traffic periods, if possible.
- Schedule indoor venues for the least amount of time possible to meet academic learning outcomes.
- Pre-purchase entry to venues, whenever possible, to avoid waiting in lines or exchanging credit cards/cash/receipts.
- Do not schedule events, meetings or meet-ups at popular gathering places, inside or outside (e.g. landmarks popularly used as meeting points, hotel pool/bar, crowded lobbies).
- Avoid waiting in lines where physical distancing is not being practiced.
- When booking shared space, OIE will communicate preferred sanitizing protocol to the vendor and advise travelers on vendor protocols.
- Advise travelers to take responsibility for wiping down any surfaces they need to touch, when appropriate, even if the establishment has already sanitized.
- Select establishments with sufficient space to practice physical distancing (between group and speakers or other visitors).

### Physical Distancing Parameters - Accommodation

- When booking accommodation, OIE will consider whether the venue offers single rooms and at what rate. OIE will share resources relative to COVID-19 and shared sleeping space and offer travelers the opportunity to book a single room at the single room rate.
- Travelers will room with the same roommate/s for the duration of travel.
- When booking accommodation, preference will be given to accommodation venues with en-suite bathroom facilities.

### Physical Distancing Parameters – Travel & Transportation

- Pre-arrange private group transportation whenever viable.
- If necessary to use mass transit, avoid scheduling transfers during heavy traffic time periods whenever possible.
- In airports, when possible, identify and wait in an under-utilized area rather than in crowded spaces.

### Hygiene

- Wash hands and use hand sanitizer following CDC guidance.
• Travelers select, purchase, and carry their own hand sanitizers.
• Avoid touching high-touch surfaces (shared items such as pens, shaking hands, doors, handrails, payment systems, elevator buttons)
• Use touchless payment systems when available.
• Handle luggage personally.

Disinfection
• OIE provides links to the CDC website with information on hand sanitizers, disinfection supplies, and cleaning surfaces.
• Travelers select, purchase, and carry their own disinfecting supplies.
• In accommodation, travelers are advised to clean high touch surfaces in their rooms (even if already disinfected).

Other
• For group programs, travelers will develop and sign a written compact outlining behaviors that each expects of the others and acceptable ways in which travelers may hold each other accountable. Compacts must be approved by Program Leaders and shared with the OIE Director.
• Each contracted vendor and/or supplier must be willing and able to take responsibility for risk mitigation strategies.
• If testing is available, all travelers must be tested for active COVID-19 and must show negative results within (# of days TBD/consistent with current practice) prior to the program departure date, or within the number of days prescribed by a foreign government, if applicable.
• All travelers purchase and carry a thermometer for personal use.
• All travelers check for symptoms and follow recommendations within the UWO Mobile App daily, prior to physical interactions with other travelers or the community.
• OIE will identify a space in advance of travel to safely isolate travelers who are symptomatic, have been exposed to anyone who tests positive for COVID-19, or have tested positive for COVID-19.
• Individuals who are symptomatic, have been exposed to others who are symptomatic, test positive, or are exposed to others who test positive will self-isolate for the CDC-recommended number of days or, if more stringent, follow local requirements, which may include self-isolation, isolation in government facilities, or immediate return home - at the foreign government or traveler's expense.
• If 1 or more travelers cannot board aircraft or safely travel with the group between cities, OIE will work with CISI (insurance) and OIE's contracted vendor will work with local authorities to identify next steps.
• Travelers who test positive for COVID-19 or have been exposed to someone who has tested positive for COVID-19 will follow the same risk mitigation strategies as for symptomatic people PLUS
If 1 or more travelers is found to be COVID-19 positive, the Program Leader will contact the OIE Director immediately, followed by outreach to local health authorities, and all travelers will be asked to comply with local requirements even if this means isolation.

IV. **Procedure Modifications: Very High Alert (at destination)**

Follow standard protocol. Apply to offer alternative Global Immersion Experiences (non-travel) on a cost recovery financial model when appropriate.

V. **Procedure Modifications: High Alert (at destination)**

Follow standard protocol. Apply to offer alternative Global Immersion Experiences (non-travel) on a cost recovery financial model if travel is not advisable and when appropriate.

VI. **Procedure Modifications: Low Alert**

Follow standard protocol.

VII. **Guidance Documents/Policy Links:**

- In making recommendations to travel, OIE will use primary resources as outlined in OIE’s *Development and Operation of Off-Campus Programs Standard Operating Procedure*, including the CDC and the UW Department of State travel resources.
  S:\Provost\OIE\Risk Management\OIE AbroadAway Risk Protocol - Health Safety.doc
- UW Oshkosh OIE Group Study Abroad/Away Program - Orientation & Guide
- UW System Administrative Policy 145: Development & Operation of Off-Campus International Educational Programs for University of Wisconsin System Students
- UW System Administrative Policy 810: Study Abroad Tuition & Fees
- University of Wisconsin Travel Policies
- cdc.gov
- travel.state.gov
- OSAC.gov
- RiskMonitor (contracted through Cultural Insurance Services International)
  https://www.drum-cussac.net
- Peer experience in the field
- Provider or Site Organization Interviews and/or Reference Check/s
- SECUSS-L listserv (professionals in International HE worldwide); Directors listserv (UWS)

VIII. **Templates/Forms:**

- S:\Provost\OIE\Risk Management\OIE AbroadAway Risk Protocol - Health Safety.doc (includes full health, safety, and site security protocol, including all program development risk planning forms)
• OIE Risk Management Operating Procedures (forms)

IX. Definitions
none

X. Revision History:
Created: 06 August 2020
Revised/Reviewed: [Date]