

UChicago request for travel exception during pandemic

Individuals may request an exception to any University COVID-19 travel restriction. Exceptions will be rare and should be requested in only the most compelling circumstances.

Requests for exception should be submitted to the department chair and are subject to approval by the dean and by a committee charged by the Provost with reviewing such requests, which will evaluate the request using the following considerations:

- The necessity to travel in order to achieve the anticipated benefit, including any time sensitivity of the proposed travel, and the impact to the underlying project if travel is delayed;
- The potential risk to personal health and safety of the traveler(s) and others with whom they may come into contact during travel, taking into account available public health and governmental guidance;
- The University's ability to assist in a return to the United States in emergency circumstances, and access to healthcare at the travel location;
- The risk to the health and safety of University faculty, staff, and students, and the University's surrounding communities, upon return;
- Other factors that may be relevant.

Even if travel is permissible under U.S. travel restrictions and University policy, local guidelines of the arrival country regarding public health and safety must be considered and addressed in the individual's request for exception and, if the exception is approved, adhered to. Travelers should be aware that they may be subject to quarantine when returning to the U.S. and may face restrictions in their destination country. Travelers who are not U.S. citizens may face additional requirements or restrictions upon their return to the U.S. Additional information about foreign travel may be found on the U.S. State Department website at <https://travel.state.gov/content/travel/en/international-travel.html>.

Requester should submit **Cover Memo (see template on following pages) and a signed **Travel Risk Acknowledgement** page (below), to be completed by each individual who proposes travel exception.**

Once reviewed by the Department Chair, the Dean will review and if s/he approves, sign and advance the request to the Pandemic Travel Review Committee. Completed and signed materials can be sent to risk@uchicago.edu. Members of the Committee are:

- Melina Hale, Vice Provost and William Rainey Harper Professor in Organismal Biology and Anatomy and the College
- Ingrid Gould, Associate Provost
- Russ Herron, Senior Associate General Counsel
- Kenyatta Futterman, Office of Risk Management
- Eric Benjaminson, Assistant Director for Health and Safety, Office of Study Abroad

REQUEST FOR TRAVEL EXCEPTION DURING PANDEMIC

TRAVELER NAME		PROPOSED TRAVEL DATES	
		FROM	TO
UNIVERSITY AFFILIATION (e.g. faculty, other academic appointee, postdoctoral researcher, staff, graduate student or undergraduate student)			
DEPARTMENT		COUNTRY OF CITIZENSHIP (for international travel only)	
NAME OF PRINCIPAL INVESTIGATOR (if applicable)			
ADDITIONAL TRAVELER NAME		COUNTRY OF CITIZENSHIP (for international travel only)	
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DESTINATIONS:			
MODE OF TRANSPORTATION		LODGING ARRANGEMENTS DURING TRAVEL	
EMERGENCY CONTACT AT DESTINATION (name, phone, email address)		DESCRIPTION OF HEALTHCARE FACILITIES/RESOURCES AT DESTINATION:	
SOURCE OF FUNDING		DETAILS OF ANY VISA REQUIRED FOR TRAVEL	
UNIVERSITY GRANT Grant funding source 			
OTHER Describe 			

REQUEST FOR TRAVEL EXCEPTION DURING PANDEMIC**DESCRIPTION OF THE PURPOSE FOR THE TRAVEL**

(including explanation of why it is necessary during the requested timeframe)

DESCRIPTION OF THE HEALTH AND SAFETY MEASURES THE TRAVELER EXPECTS TO UNDERTAKE TO COMPLY WITH LOCAL PUBLIC HEALTH GUIDANCE

(including any mandated self-quarantine measures upon arrival)

IMPACT ON THE UNDERLYING PROJECT IF TRAVEL IS DELAYED

TRAVEL RISK ACKNOWLEDGEMENTS

In connection with my travel as described above:

I have carefully identified, reviewed and considered the risks of travel to my destination(s), including the most recent relevant US State Department (DoS: <https://travel.state.gov/>), Centers for Disease Control (CDC: <https://www.cdc.gov/>), and World Health Organization (WHO: <http://www.who.int/ith/en/>) Travel Warning(s).

I have checked with the University Office of Risk Management to determine whether UChicago’s travel insurer will provide me with business accident/emergency medical travel insurance (“Travel Insurance”) for my destination(s). (Unavailability of such coverage further evidences seriously heightened risks.)

I understand I am not required and may not be pressured to travel to any location. I also understand that there are heightened security, medical, and/or natural disaster risks in travel to locales about which DoS, CDC, and/or WHO have issued a travel warning. I believe that my trip is essential notwithstanding such risks and I freely and voluntarily choose to accept and assume such risks.

I understand that conditions in my destination(s) and in the United States may change rapidly and I will stay informed of current events on a frequent basis by monitoring Department of State COVID-19 travel information (<https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>), and obtaining updated security and health information from the public health and state agencies (for domestic travel) or from the nearest U.S. Embassy or Consulate General (visit <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/list-of-posts.html>) and from the ISOS, DoS, CDC and WHO websites (for international travel), as applicable.

If I am traveling outside the United States, I will register with UChicago Traveler (<https://traveler.uchicago.edu/>) furnishing the details of my travel in order to be enrolled in the UChicago International Travel Emergency Assistance Program. In addition, if I am a U.S. citizen, I will enroll in the DoS Smart Traveler Enrollment Program (<https://step.state.gov/>). If I am not a U.S. citizen, I will also register with my home country’s Embassy or Consulate and get updated information from the U.S. and my home country’s Embassies or Consulates. I understand the exclusions of the International Travel Assistance Program.

I understand that if public health measures cause delays in returning from countries affected by COVID-19, the University may be unable to help me and/or my co-travelers return in a timely way.

I have received information regarding International SOS (ISOS) travel assistance services (<https://www.internationalsos.com/>; membership number 11BCAS084635) and downloaded a copy of their travel card from the ISOS UChicago Membership website or obtained a card through my registration with UChicago Traveler. I will contact the Office of Risk Management (<https://rmia.uchicago.edu/page/risk-management>) should I need additional information. If I need security or medical assistance or information abroad, I will call ISOS at 215.942.8478.

I will regularly review US requirements for return travel to the US. I have a plan for getting a COVID test at my international destination in order to meet negative test requirements for US reentry.

I will quarantine for the number of days required by the University and public health ordinances, effective at the time of return, before returning to campus or performing any other in-person work.

SIGNATURE OF TRAVELER	DATE
SIGNATURE OF CHAIR	DATE
SIGNATURE OF DEAN	DATE