Coronavirus - Enhanced International Travel Considerations V2 (6 October 2020)

The University position remains that international travel for work, study, research, or any other University business must not be booked, no matter how far in the future the planned trip is. While we understand you are looking to the new academic year, and thinking about research, conferences and study overseas, we are not currently able to arrange travel insurance. This is due to the fact that it remains foreseeable that the trip may be cancelled due to COVID-19. Therefore any losses will need to be absorbed within your College or Service. Insurance can only be purchased where an event or incident is unforeseeable.

If there are exceptional circumstances meaning that international travel is essential and unavoidable, please complete this coronavirus travel risk assessment form (see below), which also includes considerations towards quarantine arrangements at the destination and on your return to the UK (where applicable).

Using current information, consider your destination and update your travel arrangements accordingly. This enhanced assessment is based on WHO advice and the standard fieldwork / travel risk assessment must also be completed. If you require additional support, please contact the Health and Safety Team via safety@exeter.ac.uk

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| **Trip Lead:****Destination:****Date of travel:****College:****Department:** |
| **Matters to consider** |
| **Staff** |
| Are any staff disinclined to travel? |
| If yes, will this have an impact on the staff to student ratio (if applicable)? |
| If yes, can alternative staff be identified who are willing to travel? |
| Are any staff intending to travel who are at a higher greater risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)? |
| Other considerations:  |
| **Students** |
| Are there any students disinclined to travel? |
| Do any students have any underlying health conditions which may make them susceptible to infection? (e.g. medical conditions such as diabetes, heart and lung disease)? |
| Other considerations:  |
| **Travel within the UK** |
| Will you need to use public transport within the UK to reach the airport, port?  |
| If yes, have you considered the need to wear face coverings whilst at stations, on public transport and at airports and ports? This is a mandatory requirement in the UK from 15th June 2020 |
| Are you able to meet the requirements of wearing face coverings within buildings e.g. shops and obtain suitable number of face coverings for the duration of the journey? |
| Have you considered any additional mitigation requirements if current lockdown restrictions change prior to travel within the UK and upon return to the UK? e.g. travelling home, ability to quarantine at home if have been away for period of time (no food in house etc.) – see further information below in the quarantine sections |
| **Travel Destination** |
| Is the destination country or region affected by COVID-19? |
| Using the John Hopkins Tracker, review the country Coronavirus situation. <https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6> |
| Have you checked the latest Foreign Office Travel Advice for your destination? <https://www.gov.uk/foreign-travel-advice>  |
| Considering the FCO guidance on Health - does the FCO Travel Advice state any restrictions, local arrangements or closures that you need to take into account?  |
| Check the travel advice for the destination country via the destinations local travel advice |
| Does the Government embassy or consulate have any additional local advice against travel or restricting movement within country/region? |
| Can it be assured that staff/students are able to comply with the destination country’s local instructions? |
| Has the receiving destination confirmed the travel can go ahead?  |
| Is the destination affected by any local shut down or closure, including schools / Universities? |
| Is the destination affected by any other local lockdown restrictions? e.g. countries imposing curfews etc. |
| Have you considered any additional mitigation requirements if current lockdown restrictions change prior to travel or whilst in the destination country? |
| If part of a multi-destination trip, please consider all elements of the trip and consider the implications of travelling from one to the other (any existing restrictions or potential changes whilst you’re in transit?) e.g. transit country quarantine rules |
| Other considerations:  |
| **Entry Requirements (Country/Region)** |
| Have country entry requirements changed e.g. visas required? |
| Can additional documentation be obtained by the traveller prior to intended departure date? |
| Have countries stipulated the need for travellers to carry personal protective equipment (PPE) or respiratory protective equipment (RPE)? |
| If yes, can you make provision of such equipment for every traveller? |
| If PPE is required by the receiving country, will every traveller know how to wear the PPE to gain maximum protection it offers? |
| Other considerations: |
| **Airlines, Trains, Ferries, Airports, Stations and Ports** |
| Are airline, trains or ferries continuing to travel to and from your intended country/region? |
| Are there additional control measures within airports and ports within the UK, during transit and at the final destination?  |
| Are travel plans likely to be delayed/disrupted due to restrictions in place e.g. within airports, stations and ports? |
| Do you have mitigation arrangements in place if you are unable to reach your destination? |
| Other considerations:  |
| **Medical Advice and Provisions** |
| All persons intending to travel should seek to provide advice to staff/students prior to departure? |
| WHO recommend small bottles (under 100 CL) of alcohol-based hand rub to facilitate regular hand-decontamination during travel |
| Can arrangements be made to enable staff/students to wash their hands regularly and stay at least two meters away from people who are coughing or sneezing? |
|  What will staff/students do if they feel ill while traveling? And who will they contact for support?  |
| Other considerations:  |
| **Country Medical Infrastructure** |
| Have you gained information on the in-country medical infrastructure? |
| Is the existing medical infrastructure already at capacity? |
| Have you considered how staff / students will access healthcare if needed? |
| Other considerations: |
| **Quarantine requirements (overseas)** |
| Consider how staff/student would self-isolate when travelling what arrangements have been made to enable this? |
| Have you considered the likely implications if staff/students are unable to depart from a destination? |
| Have you considered the likely implications if staff/students require self-isolation on return to the UK? |
| **Quarantine requirements (UK)** |
| Government advice for people arriving in the UK: [https://www.gov.uk/uk-border-control](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fuk-border-control&data=02%7C01%7CR.Loosemore%40exeter.ac.uk%7C61eb7ce5d0b24519d14908d807b6e0e8%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637267829325333676&sdata=%2F9%2F3TuGXy0GZaPRa9B46AsruvAptePHz8SxoH8viRB8%3D&reserved=0).Please read the whole of the advice within the government advice within the hyperlink above so that all travellers are aware of the full requirements including what to do if COVID symptoms are developed upon returning to the UK and the point at which self-isolation ends. |
| Will you have access to a device that will enable you to provide your journey and contact details when you return to the UK when requested to completing an online form?**NB:** The online form will be published by the UK Border Control and it must be completed before arrival in the UK |
| When you arrive in the UK, are you able to travel immediately to the place (accommodation) where you will self-isolate for 14 days?**NB:** Your friends or family can collect you from the airport, port or station. Only use public transport if you have no other option. If you do use public transport, wear something that covers your nose and mouth and stay 2 metres apart from other people. |
| Will you be able to remain in the accommodation that you are returning to for the first 14 days you’re in the UK (known as ‘self-isolating’)?**NB:** You can only leave your accommodation when self-isolating in the following circumstance:* You need urgent medical treatment
* You need support from social services
* You need food and medicine and cannot get them delivered or friend or family member is unable to bring them to you
* You’re going to the funeral of a close relative, or for other compassionate reasons
* There’s an emergency, for example there’s a fire at the place you’re staying
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| When self-isolating for 14 days have you considered the impact on your health and wellbeing and that of others i.e. not being able to receive visitors, including friends and family, unless they are providing essential care? Is this feasible? |
| When self-isolating for 14 days have you considered the implication on others within the place (accommodation) you are staying such as; being able to avoid contact with the people you’re staying with and minimising the time you spend in shared areas within the accommodation? Is this practical? |
| If the accommodation used to self-isolate for 14 days is a hotel or guest house (if/when they’ve re-opened), are you able to comply with the rules within the premises i.e. not using shared areas such as bars, restaurants, health clubs and sports facilities that are available for guest use and maintain a 2 metre distance away from all other guests and staff during your stay? Is this realistic? |
| Have you considered the implication to yourself and others if you are not be able to self-isolate safely at the place (accommodation) you’re intending to return to i.e. at an alternative choice of accommodation to stay, which will be offered to you by the Border Force officers on arrival to the UK?**NB:** If you are not be able to self-isolate safely at the place (accommodation) you’re intending to return to, you must tell Border Force officers when you arrive in the UK. |
| **Bookings and Reservations (*financial implications*)****NB**: No advance bookings or reservations are permitted without prior approval from your senior management. All travel bookings must be made via Click Travel or Key Travel. |
| Have journeys been booked (flights, trains or ferry)?  |
| Has payment been made for the journey? |
| Has accommodation been reserved? |
| Has payment been made for accommodation? |
| Can cancellations be made without incurring costs? |
| Will cancelling journeys or accommodation incur costs? |
| Has the Insurance Office been informed of your travel plans? |
| Has the Insurance Office confirmed that insurance is in place for this trip?***Note:*** *If the host destinations are considering cancelling or are currently closed, the reason for travel has been removed and is beyond the control of the University, insurance cover may be in place. Insurance cover alone should not be the primary consideration when deciding whether to travel (or not). Cancellations as a direct result of Covid will* ***not*** *be covered.* |
| **Teaching / Learning Requirements**  |
| Does this teaching element need to be delivered outside of the UK? Can learning be achieved within the UK? |
| Can this trip be postponed or deferred to a later date? |
| **Research Requirements** |
| Does the researcher need to obtain the data through face to face interactions, meetings etc.? |
| Does the researcher need to travel outside of the UK? |
| If yes, can travel plans be postponed or deferred to a later date? |
| Can research data be obtained using alternative methods? |
| Have you considered the impact on research staff/students if they need to self-isolate on return to the UK?**NB:** Refer to the Quarantine Requirements section above |
| Have you considered the impact on completion of the research grant if delays in obtaining data or final submission of findings is necessary? |
| **Business Travel** |
| Do staff need to travel outside of the UK to meet their aims? |
| Can staff reach their goal by other means e.g. technology? |
| Have you considered what impact not travelling to an event will have e.g. conference, meeting, trade fair etc.? |
| Can goals be achieved whilst the individual remains within the UK? |
| Can business data be obtained using alternative methods? |
| Have you considered the impact on the team if staff need to self-isolate on return to the UK?**NB:** Refer to the Quarantine Requirements section above |
| Have you considered the impact on business if delays in obtaining data is necessary? |
| **Approval** |
| If research related, refer to the DVC Research for approval of the trip as essential and unavoidable. If not related to research, refer to your manager for this approval. |
| Should the DVC Research (or your manager if not research related) be able to approve the trip, a referral will be made to the Registrar and Secretary for formal University approval. |
| Following formal University approval, details will be passed to the insurer, who will make the ultimate decision on whether cover can be provided. |
| If insurance cover cannot be provided, the trip must not go ahead. For this reason, please do not book any travel or accommodation until final approval has been confirmed. |
| **Outcome:** Please confirm your decision on continuation or cancellation of this trip |
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| Name and title of approver (print) |
| Signature of approver: | Date of approval: |