



Student Safety Abroad -- COVID-19 Travel Checklist

COVID-19 carries several risks to travelers and the people in the destination countries. It's important to consider risks associated with the trip itself, the possibility of individual infection, of new outbreaks, the burden of the disease on medical systems around the world, and unpredictability around how governments may respond in efforts to control the spread of disease, for example: local public health measures like lock-downs, and international travel controls like border closures, flight restrictions, entry/exit requirements, vaccine requirements, testing requirements and quarantine requirements etc. We know that these rules can change often and without warning.

If you choose to travel for any reason, you are responsible for ensuring your own well-being and safety during your trip and at your destination. We recommend reviewing the following checklist and write out a detailed risk-mitigation plan addressing each question.

Identify and plan for travel risks with the help of:

- Local contacts and authorities in your destination location
- [The Global Affairs Canada Country Reports](#)
- If you are travelling on travel approved by UBC (research, business travel), you have access to [International SOS](#). They are a medical and security and information and assistance service contracted by UBC. They can provide helpful information as you prepare your trip or assistance while you are away. Review their country guides and call for a tailored health and safety briefing: (membership number; 27AYCA486500)
- Government of Canada information about COVID-19: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

UBC researchers engaged in fieldwork should also review the following resources, when relevant:

- <https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-during-covid-19-research-restrictions>
- <https://research.ubc.ca/covid-19/conducting-off-campus-fieldwork>
- <https://srs.ubc.ca/health-safety/safety-programs/field-work-safety/>

Departure and arrival:

- ✓ What measures will you take to reduce the risk of COVID-19 infection during each stage of your itinerary?
 - Consider transit to/from the airports, waiting for your flights, on the planes, etc.
 - Research the official safety requirements of the airports, airlines, etc.
- ✓ What are the requirements for anyone arriving to your destination?
 - Are there any testing or quarantine requirements? How will you meet these requirements?
- ✓ Do you have emergency funds in case of cancelled flights, getting stuck in a lay-over destination, unexpected testing or quarantine costs, etc.?
- ✓ What terms and conditions does your airline have in place for your flights if you need to make a change to your travel dates?

Daily life at your destination(s):

- ✓ What are the local public health rules in your destination city, region or country? Are you prepared to follow these guidelines?
- ✓ What sources of information will you consult regularly to stay up-to-date on local rules? E.g. website, newspaper, twitter account, etc.
- ✓ Think in detail about your daily routine in your destination. How will you mitigate the risks related to COVID-19 on a daily basis? Consider research/study activities, social activities, local transportation, etc.



Insurance and local medical care:

- ✓ Do you have medical insurance that will cover you for medical treatment in case of an injury or illness during your trip, and in your destination country?
 - We recommend calling your insurance provider(s) to double check coverage for COVID-19 and coverage in your home country, if relevant.
- ✓ What is included in your medical insurance and what is excluded?
- ✓ What is the current impact of the COVID-19 pandemic on the local medical system?
- ✓ If your destination is your home country, can you access medical treatment for free or at a low cost?

Suspected or confirmed COVID-19 exposure or infection:

- ✓ If you need to access testing for COVID-19 at your destination, specifically, where will you go?
- ✓ If you need to self-isolate or quarantine, where will you do this? Will this cost money?
- ✓ If you need to access medical care for COVID-19, where will you go?

Returning to Canada:

International travel restrictions can change frequently and without warning. These may be different for Canadian citizens and non-Canadians.

- ✓ What sources of information will you use to monitor travel restrictions and arrival requirements for Canadians and international students returning to Canada?
- ✓ Where will you obtain an acceptable COVID-19 test in your destination within 72 hours of returning to Canada?
- ✓ How will you plan for the possibility of not being able to return to Canada when you hope to if new travel or border restrictions are imposed? Consider costs, academic implications, your Canadian study permit or visa situation etc.

Additional considerations and emergency funds:

- ✓ Consider your personal mental and physical health needs. What else do you need to do to maintain your well-being while you travel and in your destination?
- ✓ Are there any other relevant hazards or risks that you would like to consider? See the risk management framework below.
- ✓ Can you access emergency funds if you need them for any reason?

Don't forget to complete UBC's Student Safety Abroad Registry at:
<https://registry.safetyabroad.ubc.ca/>



Travel Checklist

Money & Communications

- ✓ Plan a travel budget including emergency funds
- ✓ Notify your bank and credit card providers of your travel plans to avoid account holds
- ✓ Research your destination's banking system
 - Review fees
 - Card compatibility with ATMs
- ✓ Determine if you will use your own phone and roam or get a local phone number upon arrival
 - Unlock your phone with your provider, if you need to
- ✓ Make plans to stay in touch with your support network as you travel

Health & Insurance

- ✓ Purchase travel medical insurance if you're not already covered
- ✓ Review policy exclusions and limitations
- ✓ Record your policy number and insurance company's phone number
- ✓ Share your insurance information with a trusted friend or family member
- ✓ Review your medications and rules around bringing these to your destination
- ✓ Consider how you will access any medications you may need in your destination
- ✓ Carry medications in carry-on luggage in original packaging

Travel Documents

- ✓ Check your passport expiry date and make sure it is valid for at least 6 months after your arrival
- ✓ Check entry requirements for your destination and make sure to secure the correct visa or permit for your travel type
- ✓ If you are an international student in Canada, check the expiry dates on your Canadian visa and study permit. Contact International Student Advising at isa@students.ubc.ca if you have any questions or concerns

- ✓ Print and email (to yourself and a trusted contact) copies of:
 - Your passport identification page
 - Visa and travel documents
 - Relevant medical records including vaccinations
 - ID cards
 - Travel itineraries
 - Destination contact information (phone, address)
 - Emergency contact information
 - Insurance details

Emergency planning

- ✓ Review Global Affairs Canada Travel Reports for your destination(s) or those provided by your home country
- ✓ Complete/update UBC's Third Party Authorization and emergency contacts through the Student Service Centre (SSC)
- ✓ Register your travel on UBC's Student Safety Abroad Registry
- ✓ Register your travel details with your government to receive advice and support in an emergency
 - For Canadians, register with the Registry of Canadians Abroad (ROCA)
- ✓ Familiarize yourself with the nearest embassy or consulate for your home country in your destination
- ✓ Download the International SOS app. UBC's membership number is 27AYCA486500

Returning to Canada

- ✓ Stay up-to-date on requirements for travelers returning to Canada:
<https://travel.gc.ca/travel-covid/travel-restrictions/entering-canada-checklist>
- ✓ Review updated Government of Canada information about COVID-19:
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>



Personal Emergency Preparation Sheet

Complete this form and print it out to carry with you while you travel and provide a copy to a trusted friend or family member.

Your Name:

Name of local contact and/or host organization or partner university:

Address and phone of local contact or host organization:

Consulate/Embassy for Canada or your home country in your destination (phone and address):

Local emergency contact and phone number in destination:

Travel medical insurance provider name:

Travel medical insurance policy number:

Travel medical insurance phone number:

International SOS UBC Membership number: 27AYCA486500

In case of emergency:

1. Contact local authorities or your host organization (if applicable) for immediate assistance.
2. Contact International SOS + 1-215-942-8478 quoting the UBC membership ID number provided by the Student Safety Abroad Advisor. They are available 24/7, accept collect calls, and can offer medical, and travel security support in an emergency.
3. Respond to any communications received by UBC. The university will reach out to you in the event of a critical incident to confirm your safety and offer resources.
4. Maintain vigilance and follow the advice of local authorities and International SOS.



General travel risk management framework

What is risk? Risk involves considering the *possibility* of encountering a hazard that will have a negative impact on you and could lead to physical or emotional harm, financial loss, academic issues, inconvenience or other loss.

What are hazards? Hazards can be related to:

- the destination: weather, altitude, political instability, types and rates of crime
- the traveler (you): individual health needs, document requirements
- the activities you will engage in: transportation types, activity type, social or personal activities

Managing Risk: In assessing risk we identify the hazards most likely to have an impact and determine risk controls that may include:

- **Risk mitigation:** actions taken in advance to help lessen the impact or harm from a hazard.
For example: Wearing a seatbelt while driving could lessen the impact of a car accident. Vaccines can reduce the harm from a disease and the risk of spreading it.
- **Risk avoidance:** actions taken to avoid hazards.
For example: planning an itinerary where regions with high-risk destinations are avoided.
- **Risk transfer:** shifting some or all of the negative impact to another party.
For example: travelers with travel insurance share the cost of medical treatments with an insurance provider.
- **Risk acceptance:** Acknowledging risks and potential consequences, and accepting them. For example: being prepared to cover costs associated with cancelled flights or lost baggage, if you do not have insurance to cover these possibilities.

Below you can identify any other hazards associated with your international activity, outline the specific risk and your risk management plan.

Identify and plan for travel risks with the help of:

- Local contacts and authorities in your destination location
- [The Global Affairs Canada Country Reports](#)
- If you are travelling on travel approved by UBC (research, business travel), you have access to [International SOS](#). They are a medical and security and information and assistance service contracted by UBC. They can provide helpful information as you prepare your trip or assistance while you are away. Review their country guides and call for a tailored health and safety briefing: (membership number; 27AYCA486500)
- Review updated Government of Canada information about COVID-19: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Hazard type and description	Risk management plan
<p>THIS IS AN EXAMPLE</p> <p>Border closure. A sudden border closure may restrict travel outside of the country and I will be forced to remain until the ban is lifted.</p>	<p>THIS IS AN EXAMPLE</p> <ul style="list-style-type: none"> • I will monitor developments in the country closely relying on local news sources, Global Affairs Canada and International SOS. • I have registered my trip with my home country to receive emergency alerts and with UBC's Student Safety Abroad Registry. • I have emergency funds to access in case I need to make sudden travel arrangements. • I have taken out high-risk travel insurance that includes emergency evacuation support. • In case I am not able to depart as planned, I have emergency funds to support a longer-term stay, have ensured my travel documentation is up-to-date and will maintain my communications plan to share updates with my support network and UBC supervisor.



Hazard type and description	Risk management plan