Hello Colleagues,

I write with an update to international travel.

Following the introduction of the global travel advisory in March 2020, Queen’s suspended all university sponsored travel, with some exemptions for essential international research travel.

While Global Affairs Canada continues to advise against non-essential international travel, university-sponsored essential international travel by fully-vaccinated members of the Queen’s community will now be permitted, contingent upon registration in the Off Campus Activity Safety Policy online system and approval by department/unit head.

To streamline the process for essential international travel, internationally-travelling members of the Queen’s community will no longer be expected to contact the Vice Provost International for a waiver before travelling. Instead the Off Campus Activity Safety Policy process will guide approval for university-sponsored travel, using its existing process with some adaptations for the special circumstances of the pandemic and the continuance of the global travel advisory.

Queen’s faculty, staff and students proposing essential international travel must be registered in the OCASP online system prior to scheduling any travel.

Faculty and staff planning university sponsored international travel are required to consult with their unit/department head or delegate. Graduate students planning essential international travel must consult with their academic supervisors and also with their unit/department chairs/delegate (for example, graduate coordinator) before submitting an OCASP record. Points of contact in non-departmentalized faculties/schools are as follows:

- for faculty in non-departmentalized faculties/schools: Associate Deans Research
- for staff in non-departmentalized faculties/schools: the Executive Director/delegate, Dean’s Office (Smith) or Executive Director, Non-credit (Faculty of Education); and,
- for graduate students in non-departmentalized faculties/schools: the Associate Dean Graduate.

Please see below for further details.

1. All international travel to countries with an “Avoid non-essential travel” advisory related strictly to Covid-19 and no additional safety/security factors (e.g. civil unrest, unpredictable security situation etc.) will be classified as low risk (this is consistent with...
1. the OCASP process which defines travel to regions with a travel advisory where the plan can be revised to reduce the risk to a manageable level).

2. All international travel to countries with a COVID-19 related “Avoid all travel” advisory WITH additional advisories against non-essential travel related to other factors (e.g. civil unrest, unpredictable security situation etc.) or where the nature of the activity itself involves greater risk (i.e. scuba diving, rock climbing, remote activity, etc.) will be classified as higher risk (this is consistent with the OCASP process which defines travel to regions with a travel advisory to be automatically higher risk).

3. All undergraduate students travelling internationally are automatically classified as higher risk (this is consistent with the current OCASP process).

4. All international travellers must complete either the high-risk or low risk path in the OCASP web-based planning tool. Further instructions on which path to complete are provided within the OCASP tool.

5. Re-imbursement for the costs of university-sponsored international travel is contingent upon OCASP registration and approval before beginning travel. The Government of Canada continues to advise against all but essential travel and OCASP is a way to mitigate the risk of travel deemed essential through planning and registration of travel plans. This requirement will be in place for as long as the Global Travel Advisories are in place.

6. University-sponsored international travellers must be fully vaccinated before travel.

A check list will be embedded in the OCASP registration to ensure that required elements are in place before travel (for example, consultation with unit/department head and full vaccination). Resources on the OCASP registration process can be found here under “Resources” – see Reference Sheets for Low Risk and High Risk Activities and the Example of a Comprehensive Safety Planning Record PDFs.

Thank you for your assistance in communicating the changes to university-sponsored international travel. Please direct any questions about the OCASP process to ocasp@queensu.ca and questions about any other aspect of international travel to global@queensu.ca.

Best,

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