 **QUEEN’S UNIVERSITY COVID-19 TRAVEL CHECKLIST**

Please review the information below. If you have any questions, please contact your Department Head (PIA), Supervisor or the OCASP office (ocasp@queensu.ca).

**You are required to complete this checklist and email to** **ocasp@queensu.ca** **as part of your registration process. There is a section at the end, which will require you to sign, before emailing. Once we receive your signed checklist a confirmation email will be sent to you.**

|  |  |
| --- | --- |
| **COVID-19 & Queen’s University Travel**  | **Resources** |
| ☐  | Review **COVID-19** webpage to ensure that your travel follows current Queen’s University requirements.  | [Looking Forward | Queen's Fall 2021 Safe Return to Campus (queensu.ca)](https://www.queensu.ca/safereturn/)  |
| ☐  | Have you **discussed your proposed travel with your Supervisor** and **received approval** for the travel?  | ☐ Yes☐ No |
| ☐ | Are you **Aware of the COVID-19 situation** (Case numbers, trends, etc.) at your destination? Does the situation warrant a delay to your travel? | ☐ Yes☐ No |
| ☐  | **Quarantine Requirements and COVID-19 related public health measures at your destination facility -** Review the requirements for the facility where you will be located or visiting. |  Contact facility prior to travel  |
| ☐  | **COVID-19 requirements for travel within Canada** – ensure that you have reviewed the current COVID-19 requirements prior to travelling between provinces/territories/cities. ***Note that government or public health regulations restricting travel within provinces or territories can change suddenly.*** | [Provincial and Territorial Restrictions](https://travel.gc.ca/travel-covid/travel-restrictions/provinces) [Boarding Flights to and within Canada](https://travel.gc.ca/travel-covid/travel-restrictions/flying)  |
| ☐  | **COVID-19 requirements for travel outside of Canada** – ensure that you have reviewed the current COVID-19 requirements prior to travelling outside of Canada. ***Note that government or public health regulations restricting travel outside of Canada can change suddenly.***  | [Travel Advice and Advisories](https://travel.gc.ca/travelling/advisories) [Entry Requirements to European Union Countries](https://reopen.europa.eu/en) [United Nations World Tourism Organization (UNWTO) Travel Restrictions and Health Requirements](https://www.iata.org/en/programs/covid-19-resources-guidelines/destination-tracker/) |
| ☐ | **COVID-19 public health measures in the location(s) you will be visting –** ensure you have reviewed the current COVID-19 realted public health measures that you will need to adhere to in the location(s) you are travelling to. **Note that public health measures can change suddenly**  |  |
| ☐  | **Public Health Requirements** that will be required upon your return to Canada. ***Please note that Queen’s University does no***[***t***](https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html) ***provide accommodations or financial assistance for quarantine or self-isolation costs.***  | [Travel - KFL&A Public Health (kflaph.ca)](https://www.kflaph.ca/en/healthy-living/travel.aspx) |
| ☐  | **Insurance -** Review your travel insurance policy to ensure you are covered for COVID-19 related illnesses. Ensure you are aware of any exclusions, especially related to pre-existing conditions (if applicable), that could impact you. Understand what is covered and whether or not you will be required to pay in advance for medical services. ***NOTE: Your insurance is required to cover COVID-19 related illnesses/conditions, medical repatriation and repatriation of remains.***   | [Group Insurance Benefits for Employees | Human Resources (queensu.ca)](https://www.queensu.ca/humanresources/total-compensation/employee-benefits/group-insurance-benefits-employees)Your private Health Insurance Provider |
| ☐ | **Vaccinations –** You are aware that Queen’s requires full vaccination for all individuals (students, staff, faculty, and university-sponsored visitors). All individuals who plan university sponsored travel must be fully vaccinated.  ***By clicking on Yes in the next section you confirm you are fully vaccinated.*** | ☐ Yes[COVID-19 Vaccination Policy | University Secretariat and Legal Counsel (queensu.ca)](https://www.queensu.ca/secretariat/policies/administration-and-operations/covid-19-vaccination-requirements) |
| ☐ | **Approval for Travel –** You are aware that you are required to receive approval from your unit/department prior to travel.  ***By clicking on Yes in the next section you confirm you have received approval.***  | ☐ Yes |
| ☐  | **COVID-19 Vaccination Requirements** – Most governments have implemented special entry and exit restrictions and requirements for their territory due to COVID-19. Ensure you are aware of any vaccination requirements at your destination facility, city, region, country etc. Confirm that your vaccination type and proof of vaccination is approved and acceptable prior to travel. |  |
| ☐  | **Increased Costs -** Any increased costs related to your travel or return, which may include, but are not limited to, extending or cancelling your accommodations, escalated cost of travel, food, loss of non-refundable fees or expenses or any portion thereof ***will not be reimbursed by Queen’s University and that such costs are yours alone.***  | Your Department Head (PIA) or Supervisor |

I have read the recommendations above and have had the opportunity to send any questions to my Department Head (PIA), Supervisor or the OCASP office.

I understand that it is my responsibility to:

a) ensure that I have adequately checked the current public health requirements for where I will be travelling to prior to my departure;

b) ensure I am covered by adequate medical insurance;

1. have the required documentation (i.e. proof of vaccination) prior to my departure; and
2. remain aware of the local COVID-19 situation throughout my travel.

Date

Signature

Name (please Print)