

COVID-19 Related International Travel Guidelines Off-Campus Activity Safety Policy (OCASP)

International Travel

Government of Canada Global Travel Advisories are still in effect. Queen's faculty, staff and students proposing travel must complete and submit an OCASP record prior to scheduling any travel. Approved research activities, conference or other Queen's business travel that has been prioritized as essential can continue subject to the Queen's approval process through the successful completion of the OCASP registration process.

Domestic Travel

Domestic travel within Canada is permitted with the approval of the PIA (Person In Authority) for your activity and completion of the OCASP registration process.

Manageable – Low Risk

This refers to an off-campus activity that entails hazards no greater than those encountered by the participants in their everyday lives (Refer to OCASP Section 4.2 for a more comprehensive definition). Completion of the online form for low-risk activities allows for effective emergency response support. The information you provide will identify who is at risk, how they can be reached, the appropriate Queen's offices that require notification, and the individual(s) personal emergency contacts.

Examples of Low-Risk Activities:

- Attendance at an academic/professional conference
- Library, archival or laboratory research or other academic work (e.g., guest lecturing) at institutional establishments (e.g., accredited universities, hospitals, libraries, archives, museums, galleries, theatres, government offices and facilities)
- University administrative business

Completion of Online Form

1. Log into OCASP V2.0, the Queen's University off-campus activity planning tool. The url is <https://webapp.queensu.ca/safety/ocasp>
2. From the **Planner menu** select "Register for Emergency Support Program" and you will be taken into your low-risk OCASP record. It will take approximately 10 minutes to complete your record.
3. Provide the information required. Items of note: Fields with an asterisk are mandatory fields and hover over help is available for fields that display the "question mark" icon.
4. Download a copy of Covid-19 Travel Checklist, complete and sign it and email it to ocasp@queensu.ca. A confirmation email will then be sent to you confirming approval.
4. "Submit" your online form:
 - Once you complete the information collection process, you are taken to a summary page which will highlight any incomplete sections in red.
 - All mandatory fields must be completed for you to proceed, the information is then submitted as "complete" and no further action is required.

Higher Risk Activities:

Currently all travel to countries with an "Avoid All Travel" advisory or additional travel advisories again non-essential travel related to other factors (e.g. civil unrest, unpredictable security situation etc.), international travel by undergraduate students, or where the nature of the activity itself involves greater risk (e.g. scuba diving, rock climbing etc.) are classified as higher risk. Planning, preparation, documentation and approvals are required in advance of such activities. These activities require the higher risk OCASP Safety Planning Record, which includes a comprehensive risk assessment, to be completed and submitted for approval prior to travelling. COVID-19 related risks must be documented under the appropriate category (i.e. Entry/Exit Requirements, Health) within the Hazards and Risks page of the Safety Planning Record.