

# BABSON COLLEGE TRAVEL ABROAD AND RETURN POLICY

Established January 1, 2010

## Related Links:

Centers for Disease Control and Prevention: <http://www.cdc.gov/>

Federal Pandemic Flu Site, Travel Section: <http://www.pandemicflu.gov/>

World Health Organization: <http://www.who.int/en/>

US Department of State, Travel Section:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html)

Babson College Flu Advisory:  
<http://www3.babson.edu/fluadvisory/travelrecommendations.cfm>

Responsible Offices: Office of International Programs/Office of Risk Management

- I. Purpose
  - A. Babson seeks to balance its goal of creating an educational environment that prepares students to be global citizens with the goal of providing a safe living, learning and working environment. This policy supplements the College's general risk management initiatives and pandemic flu plan to reduce the likelihood that faculty, staff, and students will be exposed to high risk situations such as terrorism, civil unrest, war, pandemic virus, or natural disaster.
  - B. While these situations are rare events, their occurrences or spread cannot be predicted. The College relies primarily on U.S. Department of State (DOS) travel warnings and consular information sheets, the Centers for Disease Control and Prevention (CDC) travel notices and health advisories, and the World Health Organization (WHO) alerts to determine if official College travel is safe for faculty, staff and students.
  - C. Since the College cannot guarantee safety, College employees and students have the responsibility to assess their own personal risks and make a decision either to continue with the planned travel and/or undertake measures to minimize the risk of exposure to health, safety and security threats. Faculty, staff, and students who intend to travel or are traveling are responsible for their own personal safety and must take an active role becoming informed in advance about the potential hazards or risks associated with travel to the country or region where they are going. Faculty, staff and students are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the CDC, and/or the WHO for the travel country or region, both prior to and during travel.

## II. Policy

- A. Faculty, staff, and students are discouraged from traveling to any countries, locales or regions identified by DOS in a Travel Alert, CDC in a Travel Health Warning or WHO in a Phase 4 or higher Alert.
- B. All College travel shall be banned or suspended in countries, locales or regions where the DOS has issued a Travel Warning, restricts or otherwise urges U.S. citizens to defer travel or where there is a WHO designation of Phase 5 or higher. No employee or student is required to travel to any place where DOS has issued a Travel Alert, the CDC has issued a Travel Health Alert or the WHO has issued a Phase 4 or higher Warning.
- C. Depending on the level of advisory, alert or warning, the College may ban or suspend travel to a particular country, locale or region. The discretionary decision to ban or suspend travel shall be made by the Provost or his or her designee in conjunction with the Office of International Programs and the Office of Risk Management.
- D. The Office of International Programs shall maintain a list of locations for College travel which are subject to Section II. C. Any exceptions to the list shall be submitted to and be made by the Provost or his or her designee in conjunction with the Office of International Programs and the Office of Risk Management, and shall only be for reasons related to essential research or service or requested expertise in a particular subject matter.
- E. If travel is restricted or banned to a particular location under Section II. C., no College funds may be used for such travel. The College may not sponsor student activities and programs in such cases, but students may complete a waiver, take a leave of absence from the College, and (i) study abroad independently with possible eligibility for transfer credit (which is not guaranteed). In the event of travel suspension, College officials will determine the best means for faculty, staff and students to return to the United States.
- F. Travel includes transit through an airport in an affected area.

## III. Procedures for Travel Advisories Related to the Pandemic Flu Virus or Other Communicable Disease

- A. In the event that the pandemic virus or other communicable disease begins to spread to humans and the CDC issues a travel advisory, employees (i) traveling to affected countries, locales or regions and (ii) having knowledge of the issuance of a travel advisory must notify their immediate supervisor prior to leaving. If travel has already begun, they shall initiate contact with their immediate supervisor as soon as practicable, but in all cases, prior to returning to campus.
- B. In the event that the pandemic virus or other communicable disease begins to

spread to humans and the CDC issues a travel advisory, students (i) traveling to affected countries, locales or regions and (ii) having knowledge of the issuance of a travel advisory must notify the Office of International Programs as soon as practicable, but in all cases, prior to returning to campus.

- C. Employees or students arriving from countries, locales or regions on CDC's travel advisory list will be required to provide documentation that they have been outside of the affected country, locale or region for at least the period required under applicable health advisories prior to working, enrolling, or returning to campus. Employees and students must notify the Office of International Programs prior to their intent to return to campus in such circumstances.
- D. If an employee or student travels on College business or on a College-sponsored program, as a condition of that travel, he or she must agree to abide by current CDC recommendations for travelers returning from influenza pandemic virus or other health advisory areas, including any provisions for self-quarantine prior to returning to campus, even if the individual has no symptoms. This is a precautionary measure for the safety and health of the entire campus community.
- E. If an employee or student travels on his or her own, he or she must also agree to abide by current CDC recommendations for travelers returning from advisory areas, including any provisions for self-quarantine prior to returning to campus, even if the individual has no symptoms. This is a precautionary measure for the safety and health of the entire campus community.
- F. <http://www3.babson.edu/fluadvisory/travelrecommendations.cfm>

#### IV. Establishment of a Travel Profile with International SOS:

- A. Babson College contracts with International SOS (<http://www.internationalsos.com/en/index.htm?CFID=23085430&CFTOKEN=80565719>) to provide students, faculty, and staff traveling under the auspices of institutional business with 24-hour worldwide assistance and emergency services designed to supplement and integrate with Babson's services, procedures and policies. Participants enroll online as a Babson College member and can access travel planning information. SOS comprehensive guides provide both medical, security and general travel advice, as well information on the standard of health care, how to pay for medical care, and the availability of medications (among many other details). While abroad International SOS can assist in emergency situations, including the coordination of medical care and evacuation and repatriation services. International SOS is **not** a form of medical insurance coverage; it is a concierge service that will help obtain information and coordinate medical care for members while abroad. International SOS will also work with your insurer in the United States and assist you in obtaining proper proof of payment if you have received treatment in an SOS approved facility.

- B. All students and employees are **required** to take the following precautions before and during travel on College business or on a College-sponsored or approved program.
- Contact the Office of International Programs (781-239-4565) to obtain an International SOS emergency contact card. This will enable you to set up an individual profile on International SOS and register your individual travel at [http://www.internationalsos.com/members\\_home/login/login.cfm](http://www.internationalsos.com/members_home/login/login.cfm)
  - Maintain regular contact with an appropriate Babson College representative during your travel.
  - Make sure you are familiar with the nearest center of medical excellence and have your International SOS membership number and telephone numbers available should you need any advice or referrals.
  - Make sure that you closely monitor your health and follow good hygienic practices. (refer to Travel Recommendations on the International SOS website)
  - Make arrangements to go to a medical facility for treatment as appropriate. International SOS can assist you in this process.
  - Stay informed of what medical screening processes are currently in place at the airports. (refer to [Travel Restrictions on the on the International SOS H1N1 website](#))
  - Call the International SOS Alarm Center (listed on your emergency contact card) at any time should you need additional recommendations or advice.
  - Review other websites for the most up to date information, including <http://wwwn.cdc.gov/travel/default.aspx>  
<http://wwwn.cdc.gov/travel/content/news-announcements/delays-H1N1-screening.aspx>

V. Leave Accounting and Return to Campus

- A. Employees who have traveled and are self-quarantined or experience illness may take leave from work as follows: sick leave, annual leave, accrued comp time, worker's compensation, and/or leave under the College's Family and Medical Leave Policy. Such employees must contact their immediate supervisor and the Office of Human Resources for leave accounting purposes.
- B. Students who have traveled and are self-quarantined upon return or experience illness may seek medical withdrawal and additional time to complete degree requirements under the College's established policies from either the Office of the Academic Services (undergraduates) or the Office of Graduate Programs and Student Affairs.
- C. Before returning to campus, employees must be symptom-free for the period requires under applicable health advisories, and may be required to submit a fitness for duty certificate from their health care provider to Human Resources and receive prior approval from the College to return to work

- D. Before returning to campus, students must be symptom-free and may be required to submit a medical release from their health care provider and obtain a health clearance from Health Services.

#### VI. Minors and Family Members

Minors (except students under the age of 18) and family members of faculty and staff may not travel with, or participate in study abroad or other academic programs sponsored or funded, in whole or in part, by the College. Exceptions to this policy may be made by the President or the Provost under exceptional circumstances. Exceptional circumstances include where the minor or family member is permitted to travel with the faculty or staff member under the terms of a prior contractual agreement with the College or where the President or Provost determines in advance that authorizing the minor or family member to travel with the faculty or staff member will result in a substantial benefit to the College and/or will not interfere with the faculty or staff member's obligations to the College or the Program.

#### VII. Authorization for President or Provost to Amend this Policy

The President and the Provost are authorized to adopt amendments to this Policy under appropriate circumstances.