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| **Unit Head:** | **Dept:** | **Contact#** |

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| **Name of Traveler:** |  |
| **Name(s) of other accompanying traveler(s):** |  |
| **Faculty/Department/Academic Support Unit:** |  |
| **Travel location(s):** |  |
| **Start date of Travel:** |  |
| **End date of Travel:** |  |

**Adoption of** [**PCR testing**](https://uwaterloo.ca/coronavirus/testing-rapid-screening-and-vaccinations) **and rapid testing protocol: YES \_\_ NO \_\_**

**If yes:** Please ensure you are registered for an appointment in Health Services for the Rapid Panbio and PCR tests by calling 888 4096 to book. When booking, please state that **you are a University traveler who needs to be tested prior to travel**. Please include departure date and the number of people who will be travelling. Please ensure you are aware of the appropriate instructions for the disposal of the tests.

**Describe community health of originating location (i.e., incidence of COVID-19):**

**Describe community health of destination location (i.e., incidence of COVID-19):**

1. **Describe the essentiality of the travel.**
   * **Rationale for the travel to the location**
   * **Why delaying the travel or conducting the work remotely is not possible**
   * **The importance/significance of the experience, why it cannot be achieved through other means.** Click or tap here to enter text.
2. **Describe the activities that will be undertaken (including persons you will be liaising with) while at the location and the risk mitigation strategies.** Click or tap here to enter text.
3. **Describe the transportation methods to this location and risk mitigation strategies.** Click or tap here to enter text.
4. **If applicable, describe the accommodations while at this location and risk mitigation strategies.**

Click or tap here to enter text.

1. **If international travel, the following attachments are also required and are to be submitted to** [**researchqueries@uwaterloo.ca**](mailto:researchqueries@uwaterloo.ca)**, with the subject line: “[name of traveler] – International travel documents”**

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|  | Letter of support from Unit Head |
|  | Letter of support from Dean |
|  | Letter of support/invitation from the host/destination institution |
|  | Safety Plan of the host institution (or URL to the safety plan, if available) |

**Acknowledgements:**

**YES \_\_** Acknowledgement that where there is contradiction between the UW health protocols and those of the visited region/facility, the more stringent shall be followed – this will be communicated to all workers.

**Acknowledgement of the risk of COVID-related travel that answers the following questions:**

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| Yes/No | 1. Do you understand the risks involved in undertaking this travel during the COVID-19 pandemic knowing that the travel and medical situation could change between your arrival in (destination) and your return to Canada, and that if the situation changes the University may be limited in its capacity to assist you? |
| Yes/No | 1. Do you understand the risks that if the travel and medical situation changes you may not be able to return to Canada on your scheduled return date and may have to remain at your destination for an extended amount of time? |
| Yes/No | 1. Are you willing to complete an additional waiver or release form from the University of Waterloo indicating that you acknowledge and accept the above risks if asked? |

***Unit Head and Dean Approval***

**Signature indicates agreement with the essentiality of the travel.**

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| **Unit Head** | **Signature** | **Date** |
|  |  |  |
| **Dean** | **Signature** | **Date** |
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**Traveler Acknowledgement**

By signing below, the traveler(s) acknowledge they will follow and enforce the guidance within the plan.

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| **Traveler** | **Signature** | **Date** |
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***Other Traveler Acknowledgement***

By signing below, all other travelers who are accompanying the PI, including students, post-doctoral fellows, staff, acknowledge they will follow the guidance within this plan.

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| **Name** | **Signature** | **Date** |
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