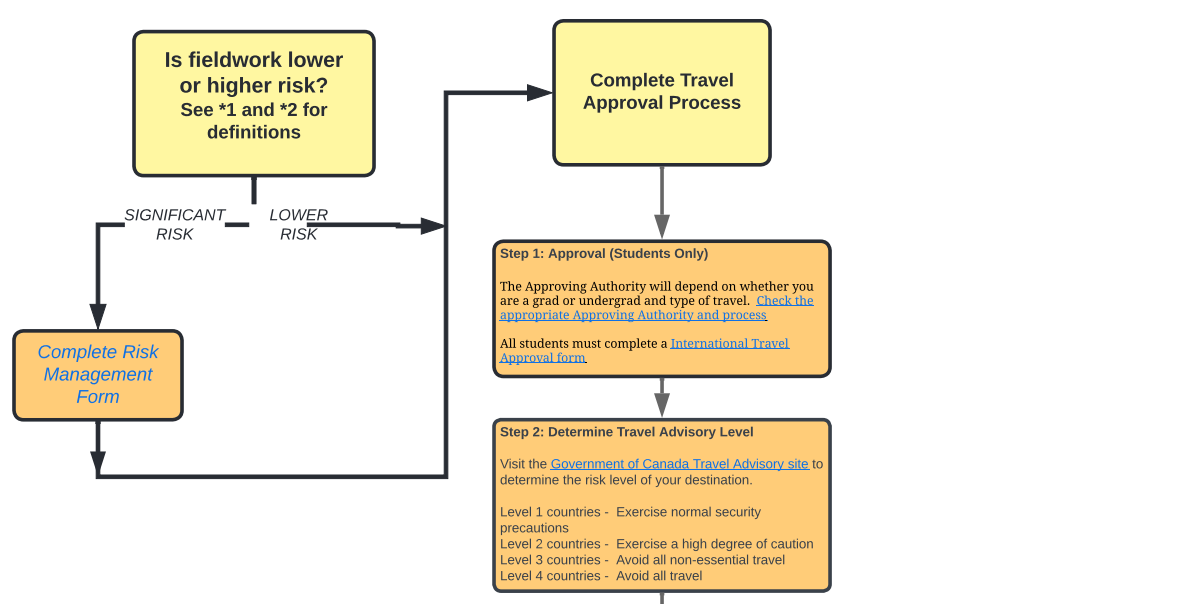


International Fieldwork Approval Process



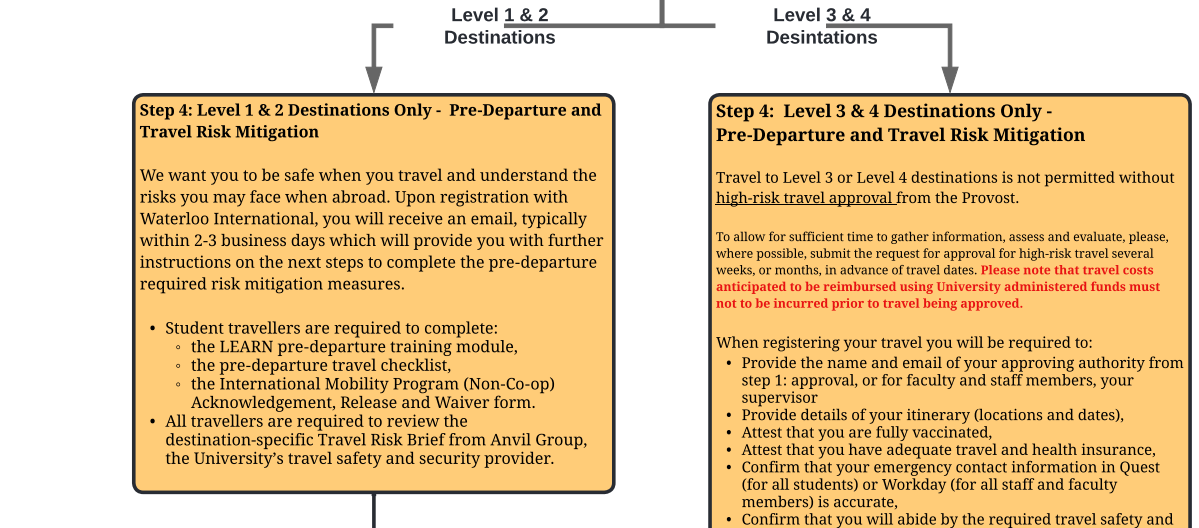
Step 3: Register Your Travel

- International travel to Level 1 and Level 2 destinations no longer requires COVID-19 approval. Travel must still be registered with Safety World.
- International travel to Level 3 and Level 4 destinations continues to be permitted under the existing approval process.
- The Government of Canada's warning levels for international travel destinations are subject to a daily review and may change without notice. It is the responsibility of the researcher to check the status of their destination on the Government of Canada's website and to update their travel declaration accordingly.
- Students approved to travel to a Level 1 or Level 2 destination, or a staff or faculty member travelling to a Level 1 or Level 2 destination outside of Canada or the United States, must register with Waterloo International by completing the **International Travel Registration Form**.
- Students approved to travel to a Level 3 or Level 4 destination, or a staff or faculty member travelling to a Level 3 or Level 4 destination outside of Canada or the United States, must register with Waterloo International by completing the **International Travel Registration Form**.
- Students approved to travel to a Level 1 or Level 2 destination, or a staff or faculty member travelling to a Level 1 or Level 2 destination outside of Canada or the United States, must register with Waterloo International by completing the **International Travel Registration Form**.
- Students approved to travel to a Level 3 or Level 4 destination, or a staff or faculty member travelling to a Level 3 or Level 4 destination outside of Canada or the United States, must register with Waterloo International by completing the **International Travel Registration Form**.

Travel to Level 1 or Level 2 destinations is not permitted without high-risk travel approval from the Provost.

Staff and faculty must review and ensure compliance **Policy 31 - University Expenses**, if you are planning to receive reimbursement.

Students, staff and faculty undertaking travel that includes fieldwork must review the Safety Office Fieldwork webpage and complete the requirements for higher risk fieldwork as applicable.



Step 5: Submit Documents to Safety Abroad

To request approval to travel to a high-risk destination, the following documents must be submitted to sa@uwaterloo.ca.

- A history of the planned travel including: dates of travel, locations that will be travelled to, activities undertaken while at the location, transportation methods used, and accommodations.
- A written statement from the traveller that addresses:
 - The importance/significance of the experience and the benefits that it could not be achieved through other means.
 - Statement as to why travel to this particular location must be made at this time, and not postponed until the particular location has a Level 1 or Level 2 Government of Canada advisory level.
 - Previous experience at this destination and/or any other overseas travel experience.
- For those in a faculty a letter of support signed by both your department Head/Dean/Director and Faculty Dean and for those in a student support role, a letter of support signed by both your department head and representative Executive Council Member, that addresses:
 - The importance/significance of the experience and the benefits to the University of Waterloo that will accrue through the travel (only if it could not be achieved through other means)
 - Statement as to why travel to this particular location must be made at this time, and not postponed until the particular location has a Level 1 or Level 2 Government of Canada advisory level.
 - Why the travel to this location is essential for the University of Waterloo's goals.

Step 6: Consider Booking Travel Through UW's Preferred Travel Agent

Although not mandatory, you may wish to book your travel through the university's preferred travel provider, [Citigroup](http://www.citigroup.com).

The University has licensed the Citicorp Travel Online Booking Tool governed by CTR's travel agency. Citicorp Travel provides travellers the ability to book their own airfare, hotels, and car rentals online 24/7, to book through CTR Travel solutions please sign in [here](http://www.citigroup.com).

For information on using CTR Travel Solutions from Procurement and Contract Services visit www.citigroup.com.

Step 7: International Travel Safety & Security Provider

The University of Waterloo subscribes to a third party provider, **Amel Group** to provide travel assistance and advice for both University-based and personal travel. This resource is available to students, faculty, and staff as they prepare for and receive international travel.

Amel Group as insurance provider?

No, Amel Group is not an insurance provider. It is a resource that provides worldwide medical, security, travel, and emergency assistance. All University of Waterloo travellers must have their own out-of-country travel insurance. There may be costs associated with an assistance you receive from Amel Group (i.e. prescription medication, hospital stays, and emergency evacuation). If costs are incurred they will not be covered by Amel Group, they may or may not be covered by your travel insurance.

When can I use Amel Group?

You have access to a wide variety of services, resources, and timely information throughout the planning and duration of your time abroad.

While you are travelling, you can use this resource to access the 24/7 dedicated travel safety assistance phone line or email for help in any emergency medical, security and travel situation that you may encounter.

If an emergency phone contact the resources outlined on the www.amelgroup.com website.

To obtain the assistance phone line number email travel@uwaterloo.ca your travel must be registered with Waterloo International. If you have not already registered your travel, please complete the www.amelgroup.com registration form.

Step 8: Government Registration

We strongly encourage Canadian participants travelling for academic purposes or university business to register with the **Canadian Government's Canadian Alert** before your departure. For those who are not registered on Canadian Alert, you are advised to register with the equivalent Government of the Country of the passport you are travelling to, when possible.

Your registration allows you to contact your government officials if you register in the event of a natural disaster, civil unrest, personal injury, etc. A Government official can easily provide you with specific geographical region.

In addition to signing up for the service, it is strongly recommended that you do the following before you leave so that you can be contacted in case of an emergency:

- Leave a detailed travel itinerary and contact details with family, friends, and/or supervisor or program coordinator in Canada.
- Leave emergency contact information for the Canadian government offices for the country's passport you are travelling to in the countries you plan to visit. You can find the consulate/embassy address under the Assistance tab of your travel destination.
- Know your passport details and validity.
- Know your personal document information, visa - if you have one. Use other government issued documents (e.g. driver's license) if you can access this information if they are lost or stolen.

Visas and Passports

A visa is an official document, usually stamped or glued inside a passport, giving permission from a foreign authority for you to enter a country. Requirements, fees and processing times vary depending on the country and type of visa you seek. The most common categories are business, work, student and tourist visas. Travelers can www.ec.gc.ca/immigration for more information about this process.

A valid passport is required for international travel and every country has their own entry/exit requirements. It is your responsibility to ensure that your passport is valid for the entire duration of your time abroad. You will not require a valid passport until you return to your home country. You may be required to renew your passport before you depart for your destination. To avoid potential complications with travelling, be sure to check the entry/exit requirements of the country or countries that you are visiting and find out more about www.ec.gc.ca/immigration.

Step 9: Emergency Contact Information

It is the responsibility of all Waterloo faculty and staff members to ensure their contact information is up to date. This includes your accurate emergency contact information.

In the event of an emergency, the University may contact the individuals you designate as your Emergency Contact in Waterloo.

Waterloo International recommends that you inform your emergency contacts of your travel plans.

Step 10: Insurance

It is your responsibility to ensure you have appropriate health insurance for international travel prior to travel. You should confirm with your insurance provider that you have coverage for the activities you are engaging in. The university's Student Health Care Plan includes international travel health coverage. When travelling on authorized University of Waterloo business, Waterloo staff will also be covered by the university's student health plan.

As of January 1, 2020 the Ontario government has changed the coverage of emergency out-of-country medical costs provided under OHIP. Individuals should review the [OHIP website](http://www.ohp.gov.on.ca) for more information on the changes to OHIP coverage.

- Review your eligibility for benefits.
- Review your specific health coverage.

If you are unsure of what plan you have, contact health@uwaterloo.ca.

Step 11: Health & Vaccinations

No one wants to be sick far from home, and dealing with unexpected health challenges can be stressful. The best way you can mitigate certain health-related risks is to be prepared before you travel. It is your responsibility to investigate the health status in your destination country, appropriate preparation for travel may include, for instance, vaccinations, medications and related supplies.

There are many places where you can find health and vaccination resources. Some are listed below:

- University of Waterloo Health Services offers a [Travel Clinic](http://www.uwaterloo.ca/health-services).
- Your family doctor or primary care physician.
- Local or foreign consular offices.

Remember that there can be significant lead times associated with vaccinations and medications. Please do your research at least two months in advance.

Step 12: Additional Resources for Travel

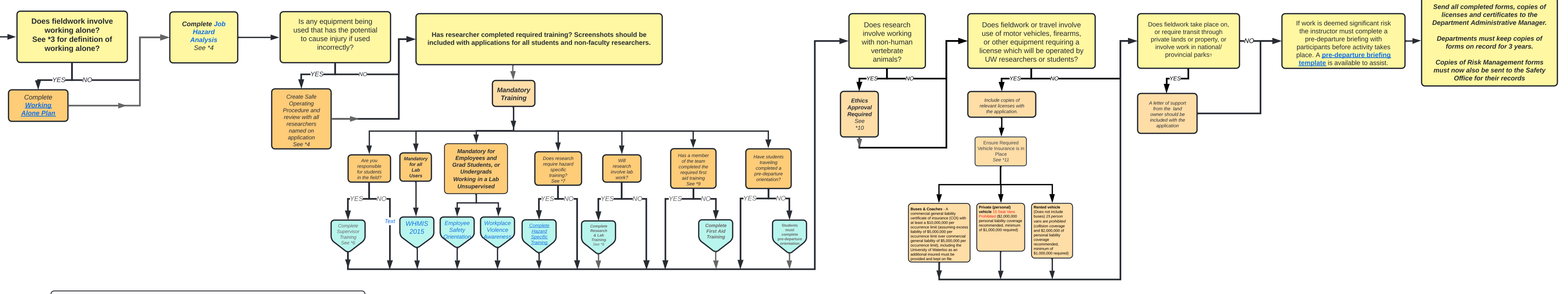
Pre-departure Orientation Course

The Pre-departure Orientation Course is an online module that provides information on travel safety, security, and health. It is strongly recommended that you complete this course before you depart for your destination. The course is available in both English and French. For more information on the course, please contact the sa@uwaterloo.ca team.

Remember! If you are a faculty member, you may be required to complete the course before you can be added to the travel list.

Arrival Form

We strongly encourage you to complete and submit the [Arrival Form](http://www.uwaterloo.ca/arrival-form) within 7 days upon your arrival in the host country. Information collected on the form allows us to contact you in the event of an emergency.



Prior to assessing fieldwork it is recommended you review the **fieldwork planning guide** which provides additional details on requirements.

- 1 - Lower risk fieldwork (fieldwork risk management form not required)**

An activity is deemed to be of low risk if it presents hazards which are no greater than those encountered by participants in their everyday lives, and that can be minimized through planning, training and standard operating procedures. Examples of Low Risk Field Work activities:

 - Supervised Field Work which includes low risk activities (e.g. walking, observation) and is located in an urban region.
- 2 - Significant risk fieldwork**

An activity will be deemed of significant risk if it has the potential to expose participants to hazards that are greater than those likely to be encountered in their everyday lives. Examples include, but are not limited to:

 - Field Work at industrial sites - factories, mining operations and construction sites.
 - Activities that require specialized safety training and/or certification.
 - Travel to areas where significant health or safety precautions are required.
 - Driving for extensive periods, use of heavy vehicles or trailers, or hazardous terrain.
 - Field Work at sites with hazardous substances.
 - Field Work which by nature entails risk (e.g. work over ice or water, rock climbing, high altitudes, diving, hazardous flora or fauna, equipment hazards, weather extremes).
 - Any field work in remote regions where access to communications, emergency services or assistance may be limited.
 - Any Field Work, where undergraduate students are not accompanied by a faculty/staff supervisor (e.g. student team competitions).
 - Overnight trips with undergraduate students.
 - All international travel involving field work, and/or high risk international travel (note high risk travel requires approval from the Provost)
- 3 - Working Alone** - pre-defined risk mitigation by oneself such that assistance is not readily available should some injury, illness or emergency arise. Alone is interpreted as being out of visual or verbal contact, and when contact cannot be expected from another person for more than an hour. It includes working in physical isolation, e.g. as the sole occupant of a laboratory or at a fieldwork site, where no other person is in the vicinity (i.e. within limited range or earshot).
- 4 - Job Hazard Analysis**

A workplace assessment method used to identify and prioritize unacceptable risks relating to the performance of job tasks with the ultimate goal of developing controls that reduce the risk to acceptable levels prior to work being performed.

Who should take this course?

 - Managers
 - Supervisors
 - Joint Health and Safety Committee members
 - Health and Safety Coordinators

Training content

 - Understand the tools to effectively measure and mitigate risk within the academic setting.
 - Become familiar with the duties of the workplace parties around risk management.
 - Learn how to recognize various hazards within their work areas.
 - Learn to identify and quantify risk associated with hazards.
 - Understand risk mitigation through hazard control.
- 5 - A Safe Operating Procedure (SOP)** is often required as an administrative risk control for hazards following assessment and implementation of higher-order controls, for example machine guarding. SOPs are required where the risk level remains above a "Low" level on the Hazard Register or other risk assessment tool, and where following a specific set of steps will reduce risk of injury. Guidance on developing SOPs is available from the Safety Office and examples of completed SOPs are available in the SOP Repository
- 6 - Supervisor Training**

All supervisors must complete:

 - Supervisor Orientation Online (SO1100)
 - Incident Investigation (SO1012)*
 - Inspecting the Workplace (SO1007)*

Supervisors of higher risk areas are also strongly encouraged to complete:

 - Risk Assessment (SO2500)*
 - Supervisor Orientation Online (SO1100)

Please note TAS are only required to complete Supervisor Orientation Online (SO1100).

*Supervisors must complete Risk Assessment (SO2500) before enrolling in SO1007, SO1012 or SO2501.
- 7 - Hazard Specific Training**

Depending on the nature of the fieldwork, you may be required to take any number of courses, offered by the Safety Office. In some cases, there may also be specialized training such as wilderness first aid, crevasse rescue training, repulsor fit-testing, or fire arms training. Commonly required courses include:

 - Confined Space Entry (SO1023)
 - Fall Protection (SO1026)
 - Heat Stress Awareness (SO2031)
 - Laser Safety (SO1059)
 - MOL Working at Heights (SO2020)
 - Radiology (SO1062)
- 8 - Research & Laboratory Training**

Depending on your lab or research, you may need to take any of the following training courses:

 - BioSafety (SO1069)
 - Cryogenic and Compressed Gas Safety (SO1030)
 - Hazardous Waste Segregation (SO2033)
 - Laboratory Safety (SO1010)
 - Laser Safety (SO1062)
 - Safe Chemical Handling (SO1057)
 - Laboratory Support Worker (SO1015)
 - Working in Cleanrooms (SO9999)
 - Working With Radiation (SO2030)
 - X-ray Safety (SO1011)

Supervisors are responsible for determining what training is required depending on the level of supervision. For example - supervised undergraduate students may not require the above courses when a trained supervisor is present.
- 9 - First Aid Training**

Emergency First Aid

Fieldwork sites to urban centers (such as museums, galleries, architectural designs, etc) are required to ensure that a person with a valid emergency first aid certificate is present. First aid kits are not required to be taken on these types of field trips. Fieldwork sites to rural areas (such as conservation areas, farms, small bodies of water, etc) where emergency medical services have response times of 20 minutes or less are required to ensure that a person with a valid emergency first aid certificate is present. As a minimum, a vehicle first aid kit must be taken on these types of fieldwork sites, a risk assessment will determine if a kit with additional supplies should be used.

Standard First Aid

Fieldwork sites to remote locations are also required to ensure that a person with valid Standard first aid certificate is present at the remote location. As a minimum, a vehicle first aid kit must be taken on these types of fieldwork sites, a risk assessment will determine if a kit with additional supplies should be used.

Advanced & Wilderness First Aid

Higher level first aid training that approaches first responder training may be necessary for work in extreme remote locations where emergency medical services are difficult to access due to the nature of the location or weather conditions. The cost of this training will be borne by the department or group travelling to these locations.

Specialized first aid kits are required for this level of training and feedback and consultation with the training provider will be needed to determine appropriate contents and equipment as kits of this type are beyond the scope of the UW First Aid Program.
- 10 - Research with animals**

Research and teaching projects conducted on or off-campus by students, staff, or faculty involving live, non-human vertebrate animals must be reviewed and receive ethics clearance. Animals are only used in research projects deemed to have scientific merit and in teaching and testing when there are no alternatives.

Animal-based research must conform with:

 - Canadian Council on Animal Care (CCAC) standards and guidelines
 - Animals for Research Act
 - University of Waterloo statement on animal use in research and teaching (PDF)

More information on ethics approval can be found [here](http://www.uwaterloo.ca/procurement/travellers)
- 11 - Transportation - Insurance Requirements**
 - Buses & Coaches** - A commercial general liability certificate of insurance (COI) with at least a \$10,000,000 per occurrence limit (assuming excess liability of \$5,000,000 per occurrence limit over commercial general liability of \$5,000,000 per occurrence limit, including the University of Waterloo as an additional insured must be provided and kept on file.
 - Private (personal) vehicle** (\$2,000,000 personal liability coverage recommended, minimum of \$1,000,000 required)
 - Rented vehicle** (Does not include buses) 15 personal vans are prohibited (collision coverage and \$2,000,000 of personal liability coverage recommended, minimum of \$1,000,000 required) No additional certificates of insurance are required when renting through Enterprise. UW requirements taken into consideration. <https://uwaterloo.ca/procurement/travellers>

Send all completed forms, copies of licenses and certificates to the Department Administration Manager. Departments must keep copies of forms on record for 3 years. Copies of Risk Management forms must also be sent to the Safety Office for their records.