

- f) "Hazard Assessment and Control Form" means the form that is utilized by an International Traveller to identify health, safety and security hazards associated with an international destination(s).
- g) "International Travellers" means collectively Employees, Academic Staff Members, Appointees, Postdoctoral Scholars, Students, Contractors, Volunteers, Scholarship Recipients and Visiting Students-Outbound.
- h) "Postdoctoral Scholar" means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- i) "Risk Rating" means the rating level that the University determines is applicable to an

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- a) the Government of Canada's travel advisory rating, as provided in Appendix A of this policy; and
 - b) the sanctions and related measures issued by the Government of Canada.
- 4.6 The University considers several factors when implementing the authorization process for international travel for University Activities, including:
- a) the University's Risk Rating; and
 - b) the type of International Traveller.
- 4.7 Except as provided for in 4.8, if international travel for University Activities is to an international destination(s) with a Risk Rating of Extreme Risk, then implementation of the international travel authorization process also includes consideration of the following factors:
- a) whether the University Activities must be conducted at that international destination and at that particular time; and
 - b) whether the University Activities is:
 - i. integral to the individual's professional or academic development; or
 - ii. necessary to fulfill a contractual obligation of the University.
- 4.8 Scholarship Recipients, undergraduate Students, Visiting Students-Outbound, Volunteers and Contractors will not be authorized for international travel for University Activities to an international destination that has a Risk Rating of Extreme Risk.
- 4.9 Prior to commencing negotiation of any agreement for University Activities that may or will require travel by International Travellers to an international destination with a Risk Rating of Extreme Risk, the proponent of the agreement must notify the Director (Risk Management and Insurance). Current Risk Ratings are available on the University of Calgary website at www.ucalgary.ca/policies.
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- a) maintain a database of International Traveller registrations;
- b) stay apprised of current international conditions;
- c) receive waivers and informed consents from International Travellers who will be traveling internationally for University Activities;
- d) receive Hazard Assessment and Control Form(s) from International Travellers who will be traveling internationally for University Activities;
- e) receive the written rationale and copies of the travel itinerary and evacuation/security plan(s) from International Travellers who will be travelling internationally for University Activities to a destination(s) with a Risk Rating of Extreme Risk; and
- f) alert the Associate Vice-President (Risk) when the Risk Rating is elevated to Extreme Risk at or near an international destination(s) where International Travellers are undertaking University Activities.

5.2 The Associate Vice-President (Risk) or designate will:

- a) alert the Vice-President (Finance) and Chief Financial Officer and initiate any necessary activities with the emergency operations group and crisis management team when the Risk Rating at or near an international destination where International Travellers are undertaking University Activities is elevated to Extreme Risk; and
- b) issue guidance to International Travellers when unforeseen events at an international destination may reasonably impact the health, safety or security of International Travellers conducting University Activities at or near such destination.

5.3 International Travellers who undertake international travel for University Activities are strongly encouraged to:

- a) make themselves aware of the health, safety, and security risks applicable to their international travel;
- b) make themselves aware of the steps necessary for eligible entry into the foreign country(ies) (e.g. passport and visa requirements, vaccination certificates);
- c) make themselves aware of the cultural practices, local customs and rules pertaining to their international destination(s);
- d) make themselves aware of consular, embassy or high commission services available at their international destination(s);
- e)

Appendix A

GOC Definition	GOC Travel Advisory Rating	*University Risk Rating
There are no significant security concerns	Exercise Normal Security Precautions	—, depending on whether a country or a region within the country has areas of Extreme Risk
There are identifiable security concerns; travellers should be alert and vigilant to their surroundings	Exercise High Degree of Caution	—, depending on whether a country or a region within the country has areas of Extreme Risk, or whether a country or a region within the country declares a state of emergency
There are specific security concerns; travellers should reconsider their need to travel at this time	Avoid Non-Essential Travel	
There is an extreme risk to personal safety; travellers should not travel at this time	Avoid All Travel	

“GOC” means the Government of Canada

*The University’s Risk Management and Insurance Department, in consultation with the Associate Vice-President (Risk), determines the University’s Risk Rating by considering several factors, including the GOC travel advisory rating and sanctions and related measures issued by the GOC.