

# **BABSON COLLEGE TRAVEL ABROAD AND RETURN POLICY**

Established January 1, 2010

Last updated September 13, 2022

## Related Links:

International SOS (Membership # 11BSGC000046):

<https://www.internationalsos.com/masterPortal/default.aspx?akey=23B1BEE0-EB31-C2FE-13CB25CBF5FC0A12>

Centers for Disease Control and Prevention (CDC):

<http://www.cdc.gov/>

<https://wwwnc.cdc.gov/travel/noticescovid19>

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

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

US Department of State, Travel Section (DOS):

[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)

Responsible Offices: The Glavin Office of International Education/Office of Risk Management/Office of the Vice President of Academic Affairs/Office of Human Resources

## I. Policy

- A. All College travel shall be banned or suspended in countries, locales or regions subject to a DOS Level 3 or 4 Travel Advisory, or a CDC Travel Health Notice, Warning Level 3, or a CDC COVID-19 Travel Health Notice Level 4.
- B. Any request for exceptions to this policy shall be submitted to and evaluated by the Vice President of Academic Affairs or their designee in conjunction with the Office of Risk Management, and the Glavin Office of International Education (for student travel) or the department's President's Council Team Member (for employee travel).
- C. If travel is restricted or banned to a particular location, no College funds may be used for such travel. The College may not sponsor student activities and programs in such cases. At their sole election and risk, students may complete a waiver, take a leave of absence from the College, and 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.

D. Travel includes transit through an airport in an affected area.

## II. Procedures for Travel Advisories Related to the Pandemic 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 health notice, warning level 3, or a CDC COVID-19 travel health notice level 4, employees (i) traveling to affected countries, locales or regions and (ii) having knowledge of the issuance of such travel health notice must notify their immediate supervisor prior to leaving. If travel has already begun, they shall initiate contact with Human Resources 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 health notice, warning level 3, or a CDC COVID-19 travel health notice level 4, students (i) traveling to affected countries, locales or regions and (ii) having knowledge of the issuance of such travel health notice must notify the Glavin Office of International Education and Student Health Services 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 health notice, warning level 3 or CDC's COVID-19 travel health notice level 4 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 must notify Human Resources. Students must notify Public Safety via phone 781-239-5555 and ask that the Emergency Manager be notified 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, they must agree to abide by current CDC recommendations for travelers returning from influenza or other 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, they 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.

III. [International SOS](#) (Membership #11BSGC000046):

Students, faculty, and staff traveling abroad on institutional business (Travelers) are responsible for their own personal safety. Babson contracts with International SOS (ISOS) to provide services that support these Travelers.

- A. ISOS provides Travelers with pre-travel advice, 24-hour worldwide assistance and emergency services. Travelers can access this information by going to the [Babson/ISOS portal](#) and logging in, using the Babson membership number (11BSGC000046). Travelers will also receive this information automatically via email when they register their travel itinerary through [MyTrips](#). Read more about the services provided by ISOS [here](#).
- B. ISOS' services support and integrate with Babson's emergency protocols. Therefore all Travelers are **required** to take the following precautions before and during travel on College business or on a College-sponsored or approved program.
  - Access the [Babson/ISOS portal](#) and complete the following:
    - Register your profile with MyTrips so you are able to easily register your travel itinerary.
    - Print or download the ISOS Emergency Contact Card
    - Download the free [ISOS Assistance App](#) to the mobile device the traveler will use while traveling abroad
    - Although not required, it is also strongly recommended that you create an Emergency Medical Record.
  - Maintain regular contact with an appropriate Babson College representative during your travel.
  - Call ISOS for advice or assistance that will result in payment to a third party.
  - Review other websites for the most up to date information, including but not limited to <http://wwwn.cdc.gov/travel/default.aspx> .

IV. Leave Accounting and Return to Campus

- A. Employees who have traveled and are self-quarantined or experience illness may take leave of absence from work. Employees must contact the Benefits Department to initiate a leave of absence.
- 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.
- C. Before returning to campus, employees must be symptom-free for the period required 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.

## V. Minors and Family Members

Minors (except students under the age of 18) and family members of faculty, staff and students may not travel with, or participate in study abroad or other academic programs abroad which are sponsored or funded, in whole or in part, by the College. Exceptions to this policy for faculty and staff members may be made by the President or the Vice President of Academic Affairs under exceptional circumstances. Exceptional circumstances may include situations 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 Vice President of Academic Affairs 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.

## VI. Non-Compliance and Assumption of Risk

This Policy is intended to support the health, safety, and well-being of students and employees while travelling on College business or on a College-sponsored program. The College disclaims all responsibility and/or liability that may result directly or indirectly from a student or employee's failure to comply with this Policy. A student or employee who fails to comply with this Policy assumes sole responsibility for any resulting risks, whether known or unknown. Such risks may include but is not limited to: lack of access to some or all of the College's support resources and services; travel related issues such as entry-restrictions, bans and/or quarantines; and/or lack of access to in-country resources such as support services or suitable housing, transportation, or health-care.

## VII. Authorization for President or Vice President of Academic Affairs to Amend this Policy

The President and the Vice President of Academic Affairs are authorized to adopt amendments to this Policy under appropriate circumstances.