

POLICY

Subject:	COVID-19 Travel, Education and Visitor Policy
Approving Authority:	Senior Leadership Council
Responsible Officer:	Dean, Schulich School of Medicine & Dentistry
Responsible Office:	Dean's Office
Effective Date:	March 11, 2020
Updated:	March 12, 2020

Purpose

Section 1.0

Due to the changing nature and spread of COVID-19, and in an effort to minimize the potential risk to patients in our care, the Schulich School of Medicine & Dentistry has adopted a new travel policy relating to all Schulich Medicine & Dentistry clinical/dental faculty, staff, and learners and for those who work in a clinical care environment.

The policy oversees travel for international residents, fellows, and visitors who are scheduled to come to Western University for training and or guest lectures.

It outlines the process for faculty, staff and learners who are not engaged in clinical or dental care or who don't work in a hospital or clinical environment, or a research lab in a hospital or clinical care environment.

Definitions

This Policy applies to the following individuals:

Section 2.0

- Schulich Medicine & Dentistry **clinical/dental faculty members, staff members, and learners (undergraduate medical or dental and postgraduate medical or dental)** who work or learn in a hospital environment or a clinical care environment including research labs.
- Schulich Medicine & Dentistry **faculty members, staff members, and learners (undergraduate, graduate and postdoctoral)** who work or learn in a **research lab located in a hospital or clinical care environment.**

Section 2.1

- International learners, visitors and invited guest speakers.

Section 2.2

- Schulich School of Medicine & Dentistry faculty, staff and learners (undergraduate, graduate, and postdoctoral) who are **NOT** engaged in clinical or dental care, or who don't work in a hospital or clinical environment, or a research lab in a hospital or clinical care environment will follow all Western University's policies regarding COVID-19. Please visit [Western's COVID-19 website](#) for the most up-to-date information.

Policy

Section 3.0

I - Travel

- **All travel outside of Canada** related to university business for groups in **2.0**, including travel related to presentations at international meetings, electives, observerships, practicums, international learning or for humanitarian reasons is cancelled effective March 11, 2020 until further notice.
- It is recommended that all **non-business travel outside of Canada** for groups in **2.0** be cancelled effective March 11, 2020, until further notice. In alignment with the recommendations for the *Public Health Agency of Canada*, any individual with a travel history to a country with a [Canada Travel Notice of level three or higher](#) must self-isolate and be excluded from work in the hospital for 14 days upon return to Canada. In the event that you are in self-isolation and remain symptom free through the 14-day period, you must contact Occupational Health and Safety to return to work. This must be done prior to resuming work at the Hospital. If symptoms develop during the self-isolation period, the duration of exclusion from work will be determined by the public health unit in conjunction with Occupational Health and Safety.
- Any individual from **2.0** who travels outside of Canada for non-business reasons to a location that is not listed with a [Canada Travel Notice of level three or higher](#) does not need to report to Occupational Health and Safety, but must [monitor for symptoms](#) upon their return to Canada. If symptoms of a respiratory infection develop during the 14 days of self-monitoring, individuals at work will need to follow hospital policies.
- Learners who are not able to participate in their curriculum or elective clinical learning may make it up later in the academic year or before the start of the next academic year.

II - Postgraduate medical and dental training, electives and fellowships, graduate and postdoctoral training

- The intake of all short-term (one month or less) electives at Western University for international residents or fellows from any country will cease effective March 11, 2020, until further notice. International residents and fellows currently enrolled in a placement at Western University can proceed as usual.
- All long-term (more than one month) international fellowships or resident training at Western University will continue. However, any residents or fellows coming from any country outside of Canada will be required to self-isolate once they arrive in Canada for at least 14 days before they can assume any clinical duties or spend time in a clinical environment. Proof showing date of arrival in Canada

may be required before any individual assumes clinical duties.

- All interviews for international residents and fellows for positions at Western University must be conducted virtually effective March 11, 2020, until further notice.
- International graduate and postdoctoral training in labs located in the hospitals and clinical environments will continue. However, individuals coming from outside Canada will be required to self-isolate once they arrive in Canada for at least 14 days before they can commence their work in the labs located in the hospital or clinical environments. Proof showing date of arrival in Canada may be required before any individual assumes clinical duties.

III - Undergraduate medical and dental training, non-clinical and clinical learning, electives and observerships

- All international electives for Schulich Medical students are cancelled until further notice.
- All incoming international student elective clinical learning or observerships, research or core curricular education are cancelled until further notice. Learners currently enrolled in a placement at Western University can proceed as usual.
- Any medical or dental student who travels to any country listed by [Canada Health as a level 1, 2 or 3 affected area](#) will not be able to take part in curriculum until they are cleared by the Middlesex-London Health Unit or Windsor-Essex Health Unit. The student may be required to self-isolate for 14 days.

IV - Invited visitors/Guest speakers

- All international visitors/guest speakers who are scheduled to speak in a clinical environment including research labs situated in the hospitals must be cancelled effective March 11, 2020 until further notice, unless the event is moved to a non-clinical environment.

V - Refund process for cancelled travel

- The COVID-19 outbreak has prompted many travel service providers to adjust their refund policies. Please contact the relevant airline and your accommodation provider to explain about your cancelled travel and enquire about refund or credit options. If you purchased travel insurance or have a travel insurance benefit with your credit card, please make use of these services.
- Should you incur any financial penalties due to the cancellation of your travel, please keep your receipts. Information will be provided under separate cover regarding the review process.