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Please review the information below. If you have any questions, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca or 403-220-5847.

SAFE TRAVELLING GUIDANCE FOR COVID-19 DOMESTIC TRAVEL FOR UNIVERSITY BUSINESS

Travel increases your chance of getting and spreading COVID-19. The following provides guidance for reducing your risk of COVID-19 transmission during UCalgary business travel within Canada.

Travellers are responsible to review:

- ***The current [UCalgary COVID-19 and Domestic Travel](#) website contains the current Alberta public health measures as well as the University of Calgary recommendations for domestic travel.***
- ***This document will only apply if the Government of Alberta and the provincial/territorial government of the final destination (as well as any provinces driven through) allow for such travel.***
- ***Provincial and municipal health measures take precedence over this document, if they are more stringent.***

1) General Guidance

a) DO's and DON'Ts

DON'T:

- Travel if you are sick, have symptoms of COVID-19 or if you have been in contact with someone with COVID-19 in the past 14 days.
- Travel or stay in an accommodation with someone else who is sick.
- Go into large crowds or crowded areas, where possible.

ALWAYS:

- Wear a suitable mask or face covering in all indoor areas, including vehicles, planes, and accommodations (unless you are staying in an accommodation with individuals from your own residence);
- Wear a mask in any outdoor areas where it is required or where you cannot remain a 2 metre distance from others
- Wash your hands often with soap and running water or use hand sanitizer (at least 60% ethanol or 70% isopropanol) for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Maintain a 2 metre distance from others who are not from your immediate household.

b) UCalgary Travel Risk Management and Insurance

- i) Review the [UCalgary COVID-19 and Domestic Travel](#) website to ensure that your travel aligns with the current UCalgary recommendations on domestic travel.
- ii) If the travel involves physical activities (i.e. hiking, swimming, outdoor activities, etc.) an informed consent or waiver specific to the activity may be required. Please contact riskmgmt@ucalgary.ca.

c) Hazard Assessment and Control Forms

- i) Travellers engaged in activities at temporary worksites, mobile worksites or undertaking non-routine work that is not included on a Hazard Assessment and Control form (including fieldwork and day trips) must:
 - (1) Review the [COVID-19 Field Work Hazard and Control Register](#) which provides guidance on hazards and control during COVID.
 - (2) Complete the [Field Level Hazard Assessment \(FLHA\)](#) document (for field work and field schools) and the [Field Activity Communication Plan \(FACP\)](#), incorporating information from (1) above.

d) Groups / Cohorts

- i) When provincial public health measures will allow, travellers may be able to travel in “Cohorts”. The [Alberta Guidance for Cohorts](#) document should be reviewed at that time to see if group travel will be allowed. If the group is travelling out of province, they must also review the public health requirements at the destination point to determine if it is allowable.
- ii) If you are travelling as a Cohort, you may not have any other close contacts during the period of travel.
- iii) In addition to the guiding principles outlined by the University of Calgary’s Code of Conduct, group members should ensure that they act in a manner that respects the safety and security of others. This includes following all provincial/municipal health measures as well as remaining together as a group to ensure that they are not putting the cohort at risk.

e) When making the decision to travel

Travel during COVID-19 brings a much higher risk for both those travelling as well as the communities to which they are travelling. Consider the following:

- i) There is a potential health risk to remote communities from visitors. Safety plans must indicate how interaction with local communities will be avoided and if this is not possible the travel should not go ahead.
- ii) Your trip may become much longer than you planned. Quarantine measures may be implemented if you develop symptoms or test positive for COVID-19. Plan accordingly for possible delays.
- iii) Many airlines are reducing or suspending flights to destinations. This may occur once you have arrived and you may need to find an alternate way back to the University of Calgary.
- iv) Restrictions are changing quickly and may be imposed with little warning. Your travel plans may be severely disrupted.
- v) Any increased costs related to your travel or return, which may include, but are not limited to, COVID-19 testing requirements, quarantine measures, extending or cancelling your accommodations, escalated cost of travel, food, loss of non-refundable fees or expenses or any portion thereof **will not be reimbursed by the University of Calgary and that such costs are yours alone.**
- vi) There may be health screening measures at points of entry, including airports and possibly land borders.

2) Before You Travel

a) **Vaccinations:**

If possible, get vaccinated. New COVID-19 vaccines are becoming available and are the most effective means of preventing COVID-19. Due to demand and limited supply, there may be eligibility restrictions for receiving vaccinations. Check with your public health office to determine if you are eligible to be immunized against COVID-19.

b) **COVID-19 Testing**

- i) If you are travelling to a remote location, consider COVID-19 testing prior to travel, if available. Remote locations have reduced access to emergency and general health care facilities and careful consideration should be given to potentially introducing COVID-19 into that area.

c) **Travel between provinces/territories**

- i) Some provincial and territorial governments have instituted special requirements to enter their provinces/territories. This can include isolation for 14 days upon arrival. Check the [Provincial and territorial restrictions](#) website for entry regulations. There are also further resources available on the [Provincial and territorial resources for COVID-19](#) website.
- ii) Travellers should ensure that they remain aware of the restrictions in place at all times, both at departure and destination points. It is highly recommended that travellers have alternate plans in place in case these measures change rapidly.

d) **Air Travel**

Travellers should review air travel requirements prior to departure and continue to monitor them until departure and during travel. Airlines may discontinue flights to specific destinations/locations with short notice.

e) **Understand the risks to your health, safety and security**

- i) Check the Provincial COVID-19 websites prior to departure for the area to which you wish to travel.
 - (1) Determine if COVID-19 cases are increasing at your destination.
 - (2) Confirm any entry and quarantine requirements.
- ii) The more cases at your destination, the more likely you are to get infected during travel and spread the virus to others when you return even if you are not experiencing symptoms.
- iii) Anyone can get very ill from the virus that causes COVID-19, but some groups are at higher risk than others. Assess your risk using [Alberta's COVID-19 Personal Risk Severity Assessment tool](#).
- iv) If you must travel, talk with your doctor and ask about any additional precautions you may need to take.
- v) Consider the additional stresses of travelling in these uncertain times and the impact on mental well-being.
- vi) **Check your insurance coverage** to ensure you have coverage for COVID-19 related illness and expenses. Please note that if you are travelling to other provinces, Alberta Health Services alone may not be adequate, especially if you are travelling to a remote area which may require you to be airlifted in an emergency.

f) **Make a COVID-19 packing list**

- i) When it's time to pack for your trip, make sure you have enough money and necessities, including medication, in case your travel is disrupted.

- ii) Include these essential safe-travel supplies (and pack them in an easily accessible location during your travels):
 - (1) Vaccination certificate or evidence of COVID-19 test results, where required;
 - (2) Face coverings (see <https://www.alberta.ca/masks.aspx>);
 - (3) [Alcohol-based hand sanitizer](#) (at least 60% ethanol or 70% isopropanol);
 - (4) [Disinfectant wipes](#) for surfaces; and
 - (5) A thermometer.

- iii) If you are travelling in a remote location, add the following:
 - (1) Communication equipment in the event of a medical need;
 - (2) Transportation plan if you need to leave due to illness or COVID-19 symptoms;
 - (3) Pain/fever medication; and
 - (4) Extra drinking water/fluids.

g) Complete an Emergency Plan

Includes items such as:

- i) Safety and evacuation planning will vary depending on location of travel. Plans must be made for the eventuality of you or a colleague being required to self-isolate if showing symptoms as well as an evacuation plan.
- ii) Determine how groups will communicate with each other and emergency responders (cell, satellite, radio, etc.)
- iii) Determine where the nearest medical facility is located and how you could transport a sick traveller.
- iv) Keep your travel itinerary updated to ensure that, should a traveller experience COVID-19 symptoms, you can give the information to the appropriate health authority to begin contact tracing.
- v) Consider what actions you will take if one of more of your group falls ill. Locate the closest COVID-19 testing sites to your destination point.
- vi) Include a communications plan (i.e. Supervisor's 24-hour number, Campus Security at 403-220-5333, call collect 24/7).
- vii) if you access emergency services, once it is safe to do so, contact Campus Security at 403-220-5333 to make them aware of the incident.

3) During Travel

a) Daily COVID-19 Self-Assessments:

- a. Undertake a [COVID-19 self assessment](#) every morning leading up to and during travel.

b) Take steps to protect yourself and others from COVID-19:

- a. Be aware of the local situation and follow public health measures.
- b. Limit contact with frequently touched surfaces, such as handrails, elevator buttons and kiosks. If you must touch these surfaces, use hand sanitizer or wash your hands afterward.

c) If you feel sick during your travel or upon arrival:

- a. Seek medical attention.
- b. If on a plane, inform the flight attendant and if at the airport, look for messaging on airport screens to guide you.

d) If you know that you were exposed to someone who tested positive with COVID-19, postpone further travel.

e) If you become sick while travelling:

- a. For urgent care call 9-1-1 or go to a local hospital.
- b. For non-urgent care, call the local health services to determine what you should do next and follow their recommendations.
- c. If they recommend that you go to a health clinic, check with your health insurance provider for a referral to local medical support. Please ensure that you call the clinic first to ensure that you follow their intake process appropriately.

4) Considerations for Types of Travel

a) General

- a. Airports, bus stations, train stations, and rest stops are all places travellers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to physically distance. In general, the longer you are around a person with COVID-19, the more likely you are to get infected.

b) General travel stops and lodging recommendations:

- a. Plan to make as few stops as possible but stop driving if you become drowsy.
- b. Check food/rest stop/hotel companies' websites to see what they are doing to protect customers from COVID-19. Things to look for include:
 - i. Physical distancing requirements for customers.
 - ii. Face covering requirements.
 - iii. Online/contactless payment, registration, check-in or service delivery.
 - iv. Plexiglass barriers in service areas.
 - v. Enhanced cleaning and disinfecting of public areas, elevators, guest rooms, high-touch surfaces, as well as food preparation and laundry areas.
 - vi. Focused employee training in the following:
 1. Hand-washing procedures;
 2. Enhanced cleaning and disinfecting protocols; and
 3. Use of personal protective equipment.
 - vii. Protocol in the event that a guest becomes ill, which should include temporarily closing the guest's room for cleaning and disinfecting.
- c. The safest option is to bring your own food and water. If you choose to purchase a meal on the road, opt for restaurants that offer drive-thru or curbside service.
- d. When you need to get gas, use a disinfectant wipe on handles or buttons before you touch them. After fuelling, use hand sanitizer.

c) Air travel

Before the flight:

- a. Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, physical distancing is difficult on crowded flights, and sitting within 2 metres of others, sometimes for hours, may increase your risk of getting COVID-19.
- b. To see what specific airports and airlines are doing to protect passengers, check their websites.

- c. Travellers may wear masks during screening. However, airport security may ask travellers to adjust masks for identification purposes.
- d. Instead of handing boarding passes to airport staff, travellers should place passes (paper or electronic) directly on the scanner and then hold them up for inspection.
- e. Each traveller may be restricted on amount of liquid that can be brought on a flight. For example, travellers may be restricted to one container of hand sanitizer up to 12 ounces (about 350 millilitres) in a carry-on bag. These containers will need to be taken out for screening.
- f. Food items should be transported in a plastic bag and placed in a bin for screening. Separating food from carry-on bags lessens the likelihood that screeners will need to open bags for inspection.
- g. Personal items such as keys, wallets and phones should be placed in carry-on bags instead of bins. This reduces the handling of these items during screening.
- h. Be sure to use hand sanitizer directly before and after going through screening.

During the flight:

- a. Acceptable masks must be worn at all times while on the plane.
- b. Use disinfectant wipes to handle seat belt, tray table, and any other items that may have been handled by others.
- c. Avoid use of the bathroom during flights, if at all possible. If bathroom use is necessary, use disinfectant wipes to operate doors and taps.
- d. Carry hand sanitizer to use frequently during flight whenever it is not possible to use disinfectant wipes to touch surfaces.
- e. Avoid contact and conversation with other passengers.
- f. As much as possible, try to book seats that will not be adjacent to another passenger.

Upon Arrival:

Travellers must monitor the federal [list of affected flights with confirmed COVID-19 cases](#), to ensure that they are aware of any possible exposure during travel. Passengers in affected seats are considered close contacts and are at risk of getting COVID-19. Close contacts are legally required to quarantine (isolate) for 14 days and monitor for symptoms.

d) Bus, train travel or car travel

- i) Consider how you will get to and from the airport or station. Public transportation and ride-sharing can increase your chances of being exposed to the virus.
- ii) Routes and schedule changes can occur at any time. If you travel by bus or train, be aware that sitting or standing within 2 metres of others for a prolonged period can put you at higher risk of getting or spreading the coronavirus. Follow the precautions outlined above for protecting yourself during travel.
- iii) If you plan to use a ride-hailing service (such as Uber or Lyft), don't sit in the front seat near the driver. Handle your own bags during pickup and drop-off.
- iv) Investigate car rental options and their disinfection policies on the internet. If you plan to stay at a hotel, check into shuttle service availability.
- v) Car travel gives you more control over your environment. You'll still need to be smart about any stops you make.
- vi) When provincial public health measures will allow, travellers may be able to travel in "Cohorts" and shared transportation. The [Alberta Guidance for Cohorts](#) document should be reviewed at that time to see if group travel will be allowed.
- vii) Travellers should also follow [UCalgary COVID-19 Re-Entry Protocols](#) - see section "Use of University Vehicles or Vehicles for University Business". In University vehicles, there should only be one person per vehicle, unless the vehicle is large enough to maintain 2 metres between occupants. If you are

using a personal vehicle for University business, please maintain the same physical distancing measures as outlined above.

5) Overnight Stays

a) Hotels and accommodations:

- i) Accommodations cannot be shared unless the individuals are from the same household or if Cohorts are currently allowed under the public health measures (see Cohorts section above). Each person should be provided their own room and own washroom facilities.
- ii) Check the hotel's website or call for information about COVID-19 prevention practices before you go. If staying at a vacation rental, check their websites or call ahead.
- iii) For additional reassurance, call the hotel. Ask to be put in a room that has been vacant for at least 24 hours.
- iv) If you are considering cleaning your travel lodgings, see [guidance on how to clean and disinfect public spaces](#).

Once you arrive at your room or rental

- v) Minimize use of areas that may lead to close contact with other people as much as possible (i.e. break rooms, outside patios, inside lounging areas, dining areas/kitchens, game rooms, pools, hot tubs, saunas, spas, salons, and fitness centers).
- vi) Disinfect high-touch surfaces, such as doorknobs, light switches, countertops, tables, desks, phones, remote controls and faucets. Wash plates, glasses, cups and cutlery prior to use (other than prewrapped plastic utensils).
- vii) Consider taking the stairs. Otherwise wait to use the elevator until you can either ride alone or only with people from your household.

6) After You Travel

You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions pose a risk to family, friends, and the community for 14 days after you were exposed to the virus. Regardless of where you travelled or what you did during your trip, take these actions to protect others from getting sick after you return:

- a) Follow local, provincial and national health recommendations or requirements after travel.
- b) Follow any provincial/federal isolation or quarantine directive for return from domestic travel. Please note, the University of Calgary does not provide accommodations or financial assistance for quarantine or self-isolation costs.
- c) Watch your health and look for symptoms of COVID-19. Take the [COVID-19 self assessment](#).
- d) Some types of travel and activities can put you at higher risk for exposure to COVID-19 such as:
 - a. Being in an area that is experiencing high levels of COVID-19 spread.
 - b. Attending a social gathering or mass gathering.
 - c. Being in crowds — for example, in restaurants, bars, airports, bus and train stations, or movie theaters.
 - d. Travelling on a ship or boat.
- e) If you participated in higher risk activities or think that you may have been exposed before or during your trip, take extra precautions (in addition the ones listed above) to protect others for 14 days after you arrive:
 - i) Stay home
 - ii) Call 8-1-1 Health Link

- iii) Avoid being around people at increased risk for severe illness from COVID-19
- iv) Get tested for COVID-19, where possible.

8. Additional Resources:

COVID-19 Information for Travellers within Canada

<https://tc.canada.ca/en/initiatives/covid-19-measures-updates-guidance-issued-transport-canada/covid-19-information-travellers-within-canada>

Alberta Health Guidance for Cohorts:

www.alberta.ca/assets/documents/covid-19-relaunch-guidance-cohorts.pdf

UCalgary Hazard Assessment and Control:

www.ucalgary.ca/risk/environment-health-safety/ohs-management-system/hazard-identification-assessment-and-control

UCalgary Risk Management and Insurance COVID 19 & Domestic Travel: <https://live-risk.ucalgary.ca/risk/risk-management-insurance/travel/covid-19-and-domestic-travel>

If you have questions regarding this document or this process, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca