

Macalester College
Travel Advisory Policy
Effective Date: July 1, 2020

Introduction

This policy outlines Macalester College's approach to applying the US Department of State (DOS) Travel Advisory and US Centers for Disease Control (CDC) Travel Health Notice systems to college-supported student travel including, but not limited to, study away and related travel, student research, internships, entrepreneurial activities, and other activities that utilize college funds or grant funds dispersed by the college. The Student Emergency Travel Fund managed by the Center for Religious and Spiritual Life will be exempted from this policy.

DOS and CDC Guidance

The DOS identifies four Travel Advisory levels with corresponding recommendations for travel:

- Level 1 - Exercise normal precautions
- Level 2 - Exercise increased caution
- Level 3 - Reconsider travel
- Level 4 - Do not travel

A list of countries and their Travel Advisory level can be found on the DOS website at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

The CDC issues Travel Health Notices which contain the following guidance:

- Watch Level 1 - Practice usual precautions
- Alert Level 2 - Practice enhanced precautions
- Warning Level 3 - Avoid non-essential travel

A list of CDC Travel Health Notices can be found on the CDC website at <https://wwwnc.cdc.gov/travel/notices>.

Restrictions on travel based on DOS and CDC Guidance

Macalester will apply the following guidelines to student travel based on the DOS and CDC levels. A review will be conducted should guidance from either agency meet the thresholds outlined below.

DOS Level 1 Level 2 CDC Level 1 Level 2	Macalester does not restrict travel to these areas or countries.
DOS Level 3 Level 4 CDC Level 3	Macalester sponsored travel to these areas or countries requires committee review and approval.

Review Process for DOS Level 3 and Level 4 Travel Advisories or CDC Level 3 Travel Warning

Review of student travel to countries or regions within countries with a level 3 or level 4 DOS travel warning or a Level 3 CDC Warning will be conducted by a committee comprised of the Assistant Vice President for Student Affairs and Dean of Students, the Dean of the Institute for Global Citizenship, the Associate Vice President of Business and Finance, and convened by the Director of the Center for Study Away. Decisions of the committee can be appealed to the Provost. In reviewing requests for travel, the committee will consider a number of factors including the following:

- Previous travel experience to and level of knowledge of the proposed travel destination.
- Existing ties with local institutions, organizations, communities, and people.
- Demonstration of a plan that acknowledges identified travel risks and outlines concrete strategies for mitigating those risks.
- Potential for travel restrictions or other limits on mobility, and availability of medical care related to public health concerns.

Approved study away programs in countries with a Level 3 or Level 4 DOS travel advisory or a Level 3 CDC travel warning will be reviewed annually or as conditions change (see below). Individual or small group student travel (including independent travel during a study away program) will be approved on a case-by-case basis. The committee will consider the nature of the travel advisory precautions and the steps that a student (or group of students) is taking to mitigate the risks identified in the Travel Advisory or Warning. Requests should be submitted to the Director of the Center for Study Away before travel plans are finalized and/or college funds are dispersed to participants.

Approval of travel may be contingent upon completion of additional documents or other steps to be taken to reasonably ensure that students are aware of the risks involved with their planned travel and to establish reasonable safeguards and precautions.

Review Process for Advisory Level Changes after program commences

Should the advisory level change while a student's travel is in progress, the Travel Advisory Review Committee and/or Senior Staff will review the latest guidance and make a decision regarding the viability of continued travel as quickly as possible. A student's ability to remain in-country may be contingent upon completion of additional documentation acknowledging the changed travel guidance from DOS and the CDC.