**OU Faculty/Staff International Travel Health and Safety**

Below is important health and safety information for international travel for individual faculty and staff members who travel on behalf of OU. This is not an exhaustive list and does not include other administrative approval processes that may be set up in your school or college. **If you are traveling with a student or students abroad, much more will be needed, and is part of a separate study abroad program leader training process.**

**BEFORE YOU GO**

Go to [**travel.state.gov**](file:///C%3A%5CUsers%5Chahn2%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C81H09Y2P%5Ctravel.state.gov) and read everything about your destination(s) both in the **Country Information** section, and in the **Travel Advisory** section. You should also go to the US embassy page located on travel.state.gov for your destination and see if there are additional notices. These notices are often more up to date and provide localized information. The Country Information section includes emergency numbers for the US embassy in each country. Local 911 equivalencies are also provided. It is a good idea to print out the Country Information Section and take it with you. You will also receive access to **Mercer’s travel dashboard** when you register your travel with OU. Please review this information as well.

**Can you go?** Are there any pandemic travel restrictions, like an outright ban, quarantine, etc. Some countries are still barring Americans from entry due to COVID-19. Others require a recent COVID negative test. Other countries will require a period of quarantine. Please review this information before you travel. The most up to date information will be on your destination country’s embassy website. The US is currently requiring a negative PCR test within 72 hours of your flight for those returning to the US. This includes US citizens. You should be aware that these restrictions may change while you are abroad and should plan for all possible contingencies including the inability to return to the US as planned.

**Do you need a visa or not?** If so, OU recommends getting your visa before you leave. Some countries have a visa upon arrival option at the airport. OU discourages this unless you are sure that this method is reliable. It is always preferable to get a visa stamp in your passport before you depart the US. Visas should reflect the duration of stay, number of entries permitted, and the purpose of your visit. Please make sure your passport is valid 6 months into the future. Entry and Exit requirements are listed on travel.state.gov which is generally kept up to date, however the definitive resource on visas will be the embassy/consular web site of your destination country. There are also third parties that will process your visa for a fee such as travisa.com

**If you are not a US citizen are your documents valid for re-entry to the US?** Take steps to ensure your re-entry to the US will be smooth. This includes a passport valid 6 months into the future and valid visa or green card for the US. The US is currently requiring a negative PCR test within 72 hours of your flight for those returning to the US.

**Are there security or health risks associated with your destination?** OU will not approve any undergraduate student travel or study abroad to level 4 waring countries listed on travel.state.gov. Any graduate student travel to a level 4 country must be approved in advance. Any undergraduate travel to a level 3 warning country must be approved in advance.

**What types of vaccinations, medications are recommended or required for entry?** Some countries are requiring a Covid-19 negative test, some destinations in Africa require proof of a yellow fever vaccine for entry. Here [CDC.gov](file:///C%3A%5CUsers%5Chahn2%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C81H09Y2P%5Ccdc.gov) is helpful under the traveler’s health section. Most of the medications are recommended rather than required, It will be important for you discuss this with your doctor or a travel health clinic. Also, some classes of medications and substances may be prohibited in your destination country. Some of this information may be listed on the Country Information section on travel.state.gov or on the embassy/consulate web page of the country you are visiting.

**How do you register your travel?** You must, two weeks in advance of travel, register with OU. You must understand the insurance and information provided to you by OU. Print out the wallet card.

<https://www.oakland.edu/riskmanagement/foreigntravel/>

Sign up for the US State Department STEP program for your destination(s). Link can be found on OU risk management site or here <https://step.state.gov/step/>

You must enroll in both OUs risk management system (provides you with insurance and alerts OU to your travel should anything arise), and you must enroll in the State Department STEP program. The STEP program will send you updates on any issues or incidents in your area as well as alert the US government to your presence.

If you are traveling as part of a grant you must also contact Andrea Buford, Director, Office of Sponsored Programs, abuford@oakland.edu

**What else should you do before you leave?**

* Make sure you have a working cell phone plan
* Make sure you call your bank and credit card companies to alert them of your travel so you have access to funds while abroad.
* Make sure you have the medication you need with you before you leave. Always pack medication in your carry on and in the correctly labeled bottles. Don’t carry a bunch of pills in a plastic bag.
* Make sure your emergency contact in the US has a copy of your itinerary, a copy of your passport and visa (if necessary) and a way to get a hold of you. It is a good idea for your emergency contact to have a valid passport should they have to travel on your behalf.
* Take picture of your passport ID page and visa with your cell phone so you have it, in case your passport is lost or stolen. Also carry a physical copy with you.
* If you are traveling with a laptop make sure you understand what data you can and cannot leave the US with. <https://www.oakland.edu/riskmanagement/foreigntravel/>
* Here is another link for information: https://www.fcc.gov/consumers/guides/cybersecurity-tips-international-travelers
* Please check with your department and IT if you are travelling with sensitive materials or equipment. More may be needed in terms of preparation and paperwork.

If you are on personal travel, it is a good idea to purchase your own travel insurance. Here is one suggestion but there are many policies. [www.geobluetravelinsurance.com/](http://www.geobluetravelinsurance.com/) Follow the general health and safety guidelines in this document. However you will not register your trip with Oakland as it is personal and not Oakland official travel. Continue to register for the STEP program.

**WHILE AWAY**

Keep up on news at your destination. If you have registered for STEP, any important information regarding health and safety will be sent to you from the State Department. Stay clear of protests of a political nature. Don’t photograph protests or political demonstrations.

PLEASE see emergency section below. Make sure you understand how to dial back to the US. Some of the emergency numbers are calls back to standard, non-1800 numbers. If you know how to dial home, you will know how to reach these numbers in an emergency. 1-800 numbers do not work outside of the US.

Try not to book travel to arrive at destinations at a late hour or in the middle of the night when things may be closed leaving you alone or in a vulnerable position.

The two leading causes of death and injury on travel abroad are water and traffic accidents. Don’t swim in bodies of water you are not familiar with. Be careful in hiring transport and wear a seatbelt. Also, if your destination is right hand drive, please take extra care in crossing the street when you are on foot as traffic comes from the opposite direction.

Understand and review your travel insurance. If you need to see a doctor, you can call Mercer for advice. They will book you an appointment with an English-speaking doctor. If you have any out-of-pocket medical expenses, keep your receipts to file a claim upon your return. Maintain all documentation related to any treatment you receive so you can review it with your physical at home.

Be incredibly careful with consumption of alcohol and other substances that can make you vulnerable or a target.

There are many items that you are prohibited from bringing back in to the US. Have a look at this information published by Customs and Border Protection <https://www.cbp.gov/travel/us-citizens/know-before-you-go> especially the section on prohibited and restricted items.

Establish a regular mode of contact with family, friends, colleagues in the US so they are aware of your movements. This is especially important on longer trips.

Trust your instincts.

**UPON RETURN**

If you are not feeling well, seek medical attention.

If you have had any medical treatment overseas, keep receipts and file a claim.

**EMERGENCIES**

## Medical or Mental Health Emergencies

* Threat to life, limb or eye — get to a hospital or help as soon as you can. Know how to contact the local authorities for an ambulance. You can find this information on travel.state.gov Country Information (your destination, safety and security section)
* In the event of a medical or security emergency call Mercer’s Campus Connexions Travel Assistance +1 888-287-4741 (toll-free)/+1 515-365-3990 (direct or collect) to seek their assistance with your case. Please note that toll free numbers do not work from overseas.
* If you need OUs help or want OU to be aware of your case, please contact the OUPD 24 hour line at 1 248 370 3331. Faculty and staff calls will be routed to Rosemary Max, Executive Director, Global Engagement. Or email rmax@ou.edu.

## Safety or Security Emergencies

### Victim of a crime:

* If safe to do so, contact the local police to report the incident and get immediate help. Request a copy of the police report. Know how to contact the local authorities. You can find this information on travel.state.gov Country Information (your destination, safety and security section)
* If you are having trouble contacting local authorities call Mercer’s Campus Connexions Travel Assistance +1 888-287-4741 (toll-free)/+1 515-365-3990 (direct or collect). Please note that toll free numbers do not work from overseas.
* If you need OUs help or want OU to be aware of your case, please contact the OUPD 24 hour line at 1 248 370 3331. Faculty and staff calls will be routed to Rosemary Max, Executive Director, Global Engagement. Or email rmax@ou.edu
* You can also contact the [U.S. Department of State](https://travel.state.gov/content/travel/en/international-travel/emergencies.html) directly from overseas by calling 1-202-501-4444 for help with emergency needs that arise as a result of the crime. If you are unable to contact the nearest US Embassy.

### In the event of terrorism, a violent uprising, or natural disaster:

* Shelter in a safe place and monitor the advice of local authorities.
* The US Department of State will notify and advise you (first by email) if you enrolled through [STEP](https://step.state.gov/step/), the Smart Traveler Enrollment Program.
	+ Non-U.S. citizens can also sign up to receive travel alerts and advisories by email but will not have access to the same emergency services. It is advisable to check with your own Embassy for similar programs.
* OU will attempt to contact you, verify your well-being, and arrange for needed transport **if** you are registered in the travel registry. Please make sure to be as accurate as possible with your travel dates and destinations so we have a good chance of locating you.
* Contact the OUPD 24 hour line at 1 248 370 3331. Faculty and staff calls will be routed to Rosemary Max, Executive Director, Global Engagement. Or email rmax@ou.edu
* Call Mercer’s Campus Connexions Travel Assistance +1 888-287-4741 (toll-free)/+1 515-365-3990 (direct or collect). Please note that toll free numbers do not work from overseas.

## Other Emergencies

### Arrest or detention abroad:

* Personally notify, or ask the prison authorities to notify, the U.S. embassy or consulate. You can find this information on travel.state.gov Country Information (your destination, safety and security section).
* You can also contact the [U.S. Department of State](https://travel.state.gov/content/travel/en/international-travel/emergencies.html)  directly from overseas by calling 1-202-501-4444 if you are unable to contact the nearest US Embassy.
* Contact the OUPD 24 hour line at 1 248 370 3331. Faculty and staff calls will be routed to Rosemary Max, Executive Director, Global Engagement. Or email rmax@ou.edu

### Involved in a motor vehicle accident:

* Report the accident to the local police. You can find this information on travel.state.gov Country Information (your destination, safety and security section)
* Follow medical emergency procedures if needed. Under Medical or Health Emergency section

### Missing persons:

* Notify the local police and file a missing person’s report. You can find this information on travel.state.gov Country Information (your destination, safety and security section).
* Notify, the nearest U.S. embassy or consulate. You can find this information on travel.state.gov Country Information (your destination, safety and security section).
* You can also contact the [U.S. Department of State](https://travel.state.gov/content/travel/en/international-travel/emergencies.html) directly from overseas by calling 1-202-501-4444 if you are unable to contact the nearest US Embassy.
* Call Mercer’s Campus Connexions Travel Assistance +1 888-287-4741 (toll-free)/+1 515-365-3990 (direct or collect). Please note that toll free numbers do not work from overseas.
* Contact the OUPD 24 hour line at 1 248 370 3331. Faculty and staff calls will be routed to Rosemary Max, Executive Director, Global Engagement. Or email rmax@ou.edu

**CHECKLIST**:

* Passport/Visa (if necessary) as well as valid re-entry documents if you are not a US citizen
* Copies of Passport and Visa on you and left with a contact at home
* Leave a copy of your itinerary with a contact at home
* Register your Travel with OU print out insurance wallet card
* Register your travel in STEP
* Print out County Information pages from travel.state.gov for all of your destinations
* Print out this document follow all of its indications
* Ample supply of needed medications
* Working cell phone
* Access to money