

## **FACULTY AND STAFF INTERNATIONAL TRAVEL TO COUNTRIES WITH A US DEPARTMENT OF STATE TRAVEL ADVISORY**

PLU encourages safe, culturally respectful global travel by PLU students, faculty and staff and wants to provide all of the necessary information to make those travels as successful as possible. To this end, the University has established the following travel policy for faculty and staff related to travel and research to countries under a US Department of State Travel Advisory.

As of January 10, 2018, the US State Department revised its travel advisory system “to provide U.S. citizens with clear, timely, and reliable safety and security information worldwide.” Under the new system, every country will have a Travel Advisory, providing levels of advice ranging from 1 to 4:

- **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 4 - Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

The detailed Travel Advisories provides clear reasons for the level assigned, using established risk indicators, and offer specific advice to U.S. citizens who choose to travel there:

- **C - Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T - Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U - Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- **H - Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country’s medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** A short-term event, such as an election, sporting event, or other incident that may pose a safety risk.
- **O - Other:** There are potential risks not covered by previous risk indicators. Read the country’s Travel Advisory for details.

For more information, see: [Worldwide Caution](#) from the U.S. State Department.

Acknowledging that PLU faculty and staff may have meaningful research to conduct or work to do in areas that are affected by these risk factors, the University does not prohibit its employees from traveling to countries falling into the Level 1, Level 2, or Level 3 categories above. However, the following rules and conditions apply to such travel:

1. All faculty and staff must register any and all University-affiliated foreign travel in PLU's Terra Dotta system. Prior to University-related travel to countries with a Level 3 advisory, faculty members and staff are required in advance to contact the Wang Center for Global Education in order to execute a Release and Hold Harmless Agreement. The Executive Director of the Wang Center, in consultation with the Provost and the University's Director of Risk Management and Insurance, retains the right to prohibit University travel to any destination after consideration of the ability to mitigate risk, to assist, and to prepare for the proposed travel.
2. Faculty and staff must be registered for the international travel health, evacuation, and repatriation insurance program established by Office of Administrative Services for the University. EIIA/Seven Corners administers this insurance. Travelers should contact Sue Liden, Director of Risk Management and Insurance, at [lidensj@plu.edu](mailto:lidensj@plu.edu).
3. Faculty and staff must register for the U. S. State Department Smart Traveler Enrollment Program or STEP at <https://step.state.gov/step/>
4. No employee shall be required to travel to a country for which a State Department or CDC Travel Advisory has been issued.
5. Employees who wish to travel to such a country are urged to review the State Department and/or CDC Travel Advisory and the Consular Information Sheet at <http://www.state.gov> and <http://wwwnc.cdc.gov/travel/>. When applicable, it is recommended that the employee review any other available material about the conditions in the country in question. Employees should consider carefully whether the value of the travel to them outweighs the risks they would face if they choose to travel.
6. Employees shall take precautions with respect to his or her personal safety. An employee must recognize that the University, and even the U.S. Department of State, may be unable to help in the event the employee encounters difficulties abroad. Employees who travel to a country for which there is a State Department and/or CDC Travel Advisory are urged to prepare to "Shelter-in-Place" in the event that commercial airlines drastically curtail or even cease operations and/or travel restrictions impede people from returning to the United States or leaving the affected country. "Shelter-in-Place" information can be found at the Centers for Disease Control website (<http://emergency.cdc.gov/preparedness/shelter/>).
7. In cases where the CDC has issued a *Travel Advisory Level 3* (red), the employee may be requested to monitor their health upon return, or be subject to screening at the port of entry, a process that may include voluntary or involuntary isolation or quarantine of the traveler. Further, an employee may not be permitted to return to campus until they have completed appropriate health monitoring and/or screening to determine that they are not infected with the disease in question. The monitoring and screening required will be decided on a case-by-case basis by the Executive Director of the Wang Center and the Provost in consultation with appropriate public health officials.