Program Leader Manual – COVID-19 Addendum

As circumstances surrounding the worldwide outbreak of COVID-19 continue to rapidly change, our first priorities remain the health and safety of our Program Leaders (PLs), host communities, and UW-Madison study abroad students.

Many factors are considered for when programs can re-open, including relevant travel warnings and restrictions (CDC, DOS, location-specific), our on-site partners return to full operations, adherence to UW System considerations, and the UW-Madison Travel Policy. We are making decisions to open programs on a program-by-program basis.

We continue to monitor and assess global circumstances as each term approaches and throughout the program and will inform students and PLs if any modifications or cancellations are made to their program.

- **COVID-19 Mitigation Before Going Abroad** (Adapted from The Forum on Education Abroad's Guidelines for Conducting Education Abroad during COVID-19)

  Before your program departs, be sure you are following current U.S. COVID protocols to maintain your health and safety and so that you do not test positive prior to departure. You should also be familiar with the COVID-19 information for your destination country and have a good understanding of local guidelines and regulations. The pandemic continues to create a "moving target" of information, so confirm you are working with the most recent guidance. Look to various sources of expertise on the local, regional, and national level.

  - The Centers for Disease Control, COVID information on the U.S. Department of State's country information pages, European Union (EU)'s Centre for Disease Prevention and Control, EUASA, AEI, APIAE, AAU, CBIE, UDUAL, FAUBAI, etc. are all good resources. Please check with your Study Abroad Advisor (SAA) if you need assistance identifying information for your program destination.

  You should be familiar with local practices and laws are regarding vaccination requirements (including booster), quarantine, self-isolation, social/physical distancing, use of masks or other personal protective equipment, etc., upon arrival to the program location, upon return to the U.S., and in any country through which participants must travel to reach their destinations. Please be sure to assist students in understanding and complying with these requirements.

  Maybe add something here about what Program Leaders should do if they hear of a student who tests positive prior to departure?

- **COVID-19 Vaccination Information & Privacy**

  Even if there is not a vaccine requirement for the host country or the program, we strongly encourage all Program Leaders and participants to be fully vaccinated with a CDC or WHO approved COVID-19 vaccine prior to their program start date.

  The University of Wisconsin-Madison does not require participants to be vaccinated on our programs. However, countries may require proof of vaccination for entry, and some programs and partners may also require proof of vaccination prior to participation. Additionally, country

and program protocols such as mandatory quarantines, travel policies, course and activity participation, housing options, and testing requirements may vary by vaccination status.

Whether or not there is a vaccine requirement tied to your program, please do not ask students about their COVID-19 vaccination status or ask to collect vaccination records/copies of records. Student vaccine status is monitored within the student's program application for those programs that have an approved vaccine requirement. It is the students' responsibility to understand and abide by the vaccination requirements (including acceptable vaccine types and verification methods) for the specific program and location(s), as well as any country they may travel through or visit during their time abroad. Note that restrictions and regulations may change at any time. Any related delays, penalties, quarantines, program status changes or cancellations, and associated costs are the full responsibility of the student.

You should recommend students bring their COVID-19 vaccination card and a copy of their vaccination card with them, ideally stored in two different places in their belongings in case a bag/wallet/purse is lost. It's also a best practice to take a photo of the card and email it to oneself and/or keep a photo on a device (phone, etc.) accessible while traveling. We suggest you also follow these recommendations for your own vaccination record. There may be additional documentation, etc., that students and PLs will need to follow, depending on host country requirements.

- **Responding to COVID-19 While Abroad**

  While risk is minimized as much as possible with your program's COVID plan (what is outlined/documented in your program's *Return to Programming* [RTP] process), there is a very real possibility that someone in your group may test positive while abroad. We have seen cases of COVID-19 among the students currently abroad; the good news is that all have been mild cases and no hospitalizations have been necessary. So, what do you do if someone test positive? What do you do if YOU test positive?
    - Follow the local guidelines and regulations for your destination country and city. If quarantine or isolation is required, follow those requirements.
    - Utilize your program partner/provider as a resource for managing COVID-19 cases within your group; they may have already established support and management procedures.
    - If medical treatment becomes needed, CISI insurance coverage can assist. Contact information is provided with your CISI insurance information.
    - Flexibility is necessary when handling such situations – itineraries or course delivery methods may have to adjust based on the situation.
    - If a student tests positive or is otherwise required to remain behind (not continue with the planned itinerary) to isolate/quarantine, a program leader (PL) or approved on-site support person should stay behind with them. (*Please note*: in most cases, the second PL or on-site person needs to have an appointment from UW-Madison to serve in this role.) If a student tests positive before their return to the U.S. and is therefore delayed, a PL or approved on-site support person should stay with them. We cannot leave students behind on their own.

- If a PL tests positive or is otherwise required to isolate/quarantine, the second PL or approved on-site support person should be able to continue with the group to provide instruction and guidance.
- In all cases, please stay in contact with your SAA so we can track, monitor, and provide support for any COVID-related cases.
- Please remember to submit an incident report via the MyStudyAbroad portal.

- **Student COVID-19 Acknowledgement**

One of the materials students must complete after they're accepted to a program is a COVID-19 Acknowledgement. The text of the material is included here so you know what information they receive and agree to:

COVID-19 ACKNOWLEDGEMENT 2022
I understand that due to the global COVID-19 pandemic my study abroad program may be impacted. I acknowledge that circumstances due to the worldwide outbreak of COVID-19 continue to rapidly change, and that the information below includes examples of potential impacts, but is not exhaustive. I will review [UW-Madison's Covid response](#) and remain up to date on guidelines from my host country and program.
I acknowledge, understand, and will abide by the following:
Academics
- My courses may need to change in the following ways throughout my program:
    - Shift of the mode of instruction (online, hybrid, in person, etc.)
    - Availability of certain classes may be reduced
    - Syllabus, and/or assessment may be adjusted
    - Classes may be canceled
Financial
- I must carefully review the cancellation policies on the program cost sheet
- There may be additional costs for quarantine, housing, or travel, in addition to what is included in the cost sheet
Health and Wellness
- UW Study Abroad will work closely with partners, but cannot guarantee a COVID-19-free environment.
- I will be enrolled by UW Study Abroad in [CISI insurance](#) for the duration of my program.
    - CISI will not pay for evacuation expenses or benefits due to a pandemic; it will pay for medical expenses or medical evacuation if I become ill and clinically warranted.
    - Coverage dates are assigned based on the start/end dates of your actual program (plus approximately 3 days for arrival/departure), so any required quarantine period upon arrival is not likely covered. You can add 30 days of additional coverage through your MyCISI portal. You can purchase a month before your program start date and month after your program end date. Note that the cost of supplemental CISI coverage is your responsibility.

- I must read the current [Centers for Disease Control (CDC)](#) and [U.S. Department of State](#) guidelines for my host country and any country where I may travel.
- I must follow any public health and safety measures that may be implemented by my host country or program.
- Prior to my departure, I will talk with my personal healthcare provider about any underlying health conditions that may put me at higher risk for complications from COVID-19 and whether studying abroad is advisable at this time.
- I will wear a mask, practice safe physical distancing, and follow any other local/country requirements that are in place or encouraged by guidance.
- I may be required to enroll in and/or abide by COVID-19 tracking, tracing or monitoring protocols adopted by my host country or program.
- Access to COVID-19 treatments, vaccines, or medical care may be less accessible or less available in some countries or locations.

Housing
- Housing options available at my program site will have various risk factors and I will educate myself on those risk factors

Travel
- I will follow domestic and international laws and regulations regarding travel and quarantine. Any costs related to quarantine and testing will be at my own expense unless it is stated specifically on the cost sheet.
- I may need to provide, at my own expense, proof of a negative COVID-19 test in a short time frame prior to departure, either during my time abroad or at the start or end of the program.
- I may need to provide proof of receiving, or having a medical or religious exemption from a COVID-19 vaccination and booster vaccination prior to departure, either at the start or end of the program.
- If required (by my host country or program), I will arrive with enough time to quarantine as prescribed, prior to the start of the program.
- I understand that independent travel, including during weekends and academic breaks, and available modes of transportation, may be limited. This will vary by each country's and program's regulations.
- If I am allowed and choose to travel independently, I may be required to quarantine upon return to my host site. Absences are not excused for quarantines and this may negatively impact my academic performance.
- If I am allowed and choose to travel independently, I understand that rapid border closures, movement restrictions, or other declarations may preclude timely return to the host site, resulting in unforeseen personal expenses for which I will not be reimbursed, and potentially even preclude successful program completion without reimbursement.
- I may need to quarantine prior to, or upon return to the United States, with potential associated personal costs for which I will not be reimbursed, and which may impact my plans and obligations

- I need to carefully review ticket change fees and policies, travel insurance options, and the airline's protocols for COVID-19 – this may include the requirement for vaccination and the completion of a "vaccination passport" prior to travel.
- I understand that I will need to follow program or country requirements if I would like to have family or friends visit during my program.

Additional COVID-19 Resources

- [The Forum on Education Abroad's Guidelines for Conducting Education Abroad during COVID-19](#)
- [IAP's COVID-19 FAQ](#)
- [IAP Emergency Procedures](#)
- [Center for Disease Control & Prevention (CDC)](#)
- [CDC COVID-19 Information](#)
- [U.S. Department of State COVID-19 Country Specific Information](#)