

Sam Fox School of Design and Visual Arts

Travel Policy Spring 2022

Check most up to date University Guidance here: <https://covid19.wustl.edu/danforth-campus-plan-for-fall-2021/>

International Travel

- Starting August 1, 2021, faculty, staff, and graduate/professional students (on an individual basis) may resume university-sponsored and supported international travel in accordance with the university's standard international travel policy.
- Group undergraduate student university-sponsored and supported international travel must receive approval from the respective dean's office and the ITOC Executive Body.
- Do not need to submit a petition for international travel unless a particular country is under [travel suspension](#).
- Must register trip with MyTrips: <https://global.wustl.edu/mytrips-instructions/>
- Travelers are responsible for understanding and navigating the entry requirements for their itinerary. To help support travelers, the [Global Website](#) has recourses including information from U.S. Embassies and the CDC; contact info for International SOS; and contact info for ITOC: itoc@wustl.edu

Domestic Travel

At this time, Danforth Campus employees and students may participate in university-sponsored domestic travel with no prior approval required other than those that are regularly in place at the school or unit level.

Regional group travel

- University-sponsored/organized regional St. Louis trips are permitted and do not need director approval.
- Trip organizers should reference the blue page for Overnights & Site Visits. https://cpb-us-w2.wpmucdn.com/sites.wustl.edu/dist/8/2068/files/2019/08/BP_Site-Visits_COVID_postVax.pdf
- Travelers must follow all local covid mandates and guidelines.

Overnight group travel

Faculty may lead student group travel with approval from the Director. Trips must abide by the following rules and be approved by the process below.

- We recommend flexibility around field trips and travel to accommodate students who may be ill, quarantined, or have concerns for personal health or safety.
- Field trips and travel may only be required for a course with the permission of the Director.
- Group travel must be approved by the Director's office prior to scheduling.
- Trip organizers should reference the blue page for Overnights & Site Visits. https://cpb-us-w2.wpmucdn.com/sites.wustl.edu/dist/8/2068/files/2019/08/BP_Site-Visits_COVID_postVax.pdf
- *Architecture*: group travel is not recommended for core studios.
- Travelers must follow all local covid mandates and guidelines.
- Any traveler that is feeling sick or displaying any covid symptoms, should not go on the trip.

- Travelers should travel with their vaccination card; it may be requested during travel.
- Students must sign & return the [field trip waiver](#) to the trip leader to participate.
- Students book their own travel. We highly recommend booking refundable hotel rooms or accommodations.
- Trips may be canceled at the Directors or Dean's discretion based on public health conditions in St. Louis or at the destination.
- Travelers may need to be vaccinated and/or show proof of a negative covid test upon arrival at the destination.

Overnight Domestic Travel Approval Process

Submit all the following to the Director's office:

- Trip itinerary
- Transportation details (example: bus reservation? Students book their own flights?)
- Course, faculty name, and contact info for faculty
- Roster of participating students
- Any additional trip planning documents you have prepared

Art: Amy Hauff ahauff@wustl.edu, Kat Vendetti kat.vendetti@wustl.edu

Architecture: Heather Woofter woofter@wustl.edu, Ellen Bailey ebailey@wustl.edu

Director will review within one week of submittal and you will be notified of a decision within two weeks.

Preparation for trip

Prior to trip, faculty must do the following:

- Ensure all students complete field trip waiver
- Faculty communicate to students that they MUST bring their vaccination card with them. In the case of an exemption, students will communicate with faculty and appropriate staff
- Share itinerary with staff
- Share final list of all travelers with staff

Undergraduate Staff: Kat Venditti, kat.vendetti@wustl.edu

Graduate Staff: Ellen Bailey, ebailey@wustl.edu

Health during a trip

Should a student become sick and start having covid symptoms during the overnight trip:

- Faculty or student should notify Director and appropriate staff
- Student must wear a mask at all times, unless alone in accommodations.
- Student must call Habif COVID-19 Info Hotline at 314-935-8300 (Our of Area: 888-234-2863) to get instructions.
- Instructions from Habif may include:
 - Isolate, possibly meaning getting individual accommodations.
 - Get a covid test.
 - Don't travel unless you have a negative test result.

- If a student has a positive result, they may have to stay at the destination until they recover and test negative. Students will work with school staff and leadership to make accommodations in this case.
- Student should be in close communication with faculty leader and school staff.