

GGC Faculty-Led Programs

Health and Safety Procedures for Education Abroad

International Health and Travel Insurance

All students, staff, and faculty participating in sponsored study abroad programs through Georgia Gwinnett College must enroll in CISI international health and travel insurance. For GGC faculty-led programs, while the Office of Internationalization will provide the administrative support for enrolling programs with CISI, the faculty leaders are ultimately responsible for verifying that students, staff, and faculty are enrolled with CISI before the program departure date. Coverage needs to be from the date of departure from the U.S. through the date of return to the U.S. The cost of CISI coverage needs to be included as a budgeted line item for all GGC faculty-led programs.

Optional Cancellation Insurance

Students will have the option to purchase cancellation insurance through CISI if they desire to do so. This coverage is not mandatory and is not administered by GGC. Coverage would be purchased directly from the provider.

Risk Management and Assessment

Program Directors must organize a program-specific orientation which addresses program-specific issues, including, but not limited to, academics, health and safety, emergency procedures, medications, immunizations and visas, and culture.

Following are additional safety requirements for each study abroad or service-learning program:

- The program director must be thoroughly familiar with the program and service providers as well as the cultural, political, and social conditions of the site(s).
- The program director must make sure that someone is always in charge. An assistant director or in-country coordinator must be available in case the director is incapacitated.
- If a situation arises where a student may have to remain or is remaining in a foreign country and/or is unable and/or unwilling to return as and when scheduled to do so under the program, the program director and the agent for the college (if such an agent exists) shall individually notify the GGC Office of Internationalization. The notification shall be provided as soon as the program director/agent for the college is aware of any situation where a student may be required to remain or is remaining in a foreign country past the scheduled return under the program. The GGC Overseas Secondary Crisis Management Team shall be activated and notice simultaneously provided to the GGC Senior Vice President for Academic and Student Affairs/Provost.
- If a student is hospitalized, the program director must take all necessary measures to ensure the student does not feel alone or isolated.
- All students participating on GGC study abroad or service-learning programs must carry study abroad insurance.
- The program director must be certified in first aid (CPR) administration.
- All students who participate in the study abroad program must sign an application form that includes a waiver of liability for their program.

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- Under no circumstances may a GGC faculty or staff member purchase for students or provide students with alcoholic beverages.
- In case of a crisis abroad, the Program Director must contact the Office of Internationalization as soon as possible.

Travel Advisories: The U.S. Department of State (DOS) and the Centers for Disease Control and Prevention (CDC)

As a component of the risk assessment of a program, the DOS and CDC travel advisories are taken into consideration. When assessing the advisory levels for a specific program location, all intended destinations need to be taken into account. This assessment must be done at the local level as a country can have multiple advisory levels. For example, if the group is primarily based in one location but will travel on a field trip to another location (even if within the same country), both locations need to be assessed.

DOS Travel Advisories

The DOS uses a four-level advisory system which takes into consideration multiple factors from a safety and health perspective. Below are the levels and the corresponding effect on GGC faculty-led study abroad travel.

1 = Exercise Normal Precautions: Travel is permitted.

2 = Exercise Increased Caution: Travel is permitted.

3 = Reconsider Travel: Travel is not permitted, though the program leader(s) may request an exception. To do so, the program Director must justify travel to this location and the increased safety precautions that she/he will take. The justification must be submitted to the Office of Internationalization before submitting the proposal. If approved, the approved document must be included with the proposal. The travel exception will be reviewed by OI, the respective Deans/Supervisors, and the Provost. All parties need to approve it.

4 = Do Not Travel: Travel is **not** permitted.

CDC Travel Advisories

The CDC uses a three-level advisory system which focuses primarily on health-related criteria. Below are the levels and the corresponding effect on GGC faculty-led education abroad.

Watch Level 1 = Practice Usual Precautions: Travel is permitted.

Alert Level 2 = Practice Enhanced Precautions: The Program Director must provide additional information on the reason the CDC has listed the destination at this level. He/she will consult with the Office of Internationalization, the Dean(s) involved, and the Provost to determine any additional precautions or procedures for the program. The approved additional precautions and procedures must be included with the proposal.

Warning Level 3 = Avoid Nonessential Travel: Travel is **not** permitted.

