



Procedures

Policy Name	Travel and Security		
Policy #	606	Category	Health and Safety
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	November 20, 2019
Policy Approved by	President & CEO	Revision Date	January 10, 2022
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	January 2027

See the related [POLICY](#)

DEFINITIONS

Domestic Travel: For the purposes of this policy, this refers to any travel destination, by any mode, outside of Saskatchewan but within Canada.

International Education: Includes: 1) Learning activities (curricular, co-curricular or extra-curricular) which focus on other countries or cultures. 2) Any educational activity (full-degree or short-term) which occurs outside the student's home country.

International Travel: Travel to any destination, by any mode, outside of Canada.

Off-Campus means away from Saskatchewan Polytechnic's physical campuses in connection with Polytechnic sanctioned activities where the on-campus protections provided by Saskatchewan Polytechnic facilities, security personnel, and safety measures cannot extend.

Vendor Sponsored Travel: Any travel expense (including flights, hotels, registration fees, per diems) reimbursed or paid on behalf of a Saskatchewan Polytechnic employee that has been paid for by a third-party vendor.

PROCEDURES

1. Approval for Travel

1.1 Schools, departments and other Saskatchewan Polytechnic organizational units offering, facilitating, and/or sponsoring student Off-Campus Activities covered by this policy must have in place an internal review process for the proposed activity, including the following elements:

- a) An identification and assessment of risks associated with the activity;
- b) A student code of conduct for the activity;
- c) A process for approving students to participate in the activity;
- d) Risk management resources to enable student travelers to identify, be informed of, and manage the risks associated with the activity;
- e) An emergency response process;

- f) A process to ensure activities comply with any relevant industry, trade, professional and/or regulatory standards or requirements.
- 1.2 Saskatchewan Polytechnic employees planning travel for Saskatchewan Polytechnic business should assess the risks associated with the activity and travel destination and determine if it is appropriate.
- 1.3 Off-campus activities require approval at the Dean/AVP level.
- 1.4 International off-campus activities require approval at the VP level.
- 1.5 All students, faculty and staff must obtain the appropriate approval for any travel outside of Saskatchewan prior to confirming any travel arrangements.
- 1.5.1 Students are required to register their travel activities with the International Education Office prior to travel.
 - 1.5.2 Faculty and staff must complete the Pre-Approval Report through the electronic expense claim (TEM2) system and obtain approval from their dean or associate vice-president prior to travel, in accordance with Management Authorities Grid #504b.
 - 1.5.3 Prior approval of the President or delegate for all vendor sponsored travel is required, as per the provincial government policy on vendor sponsored travel, using the [Vendor Sponsored Travel Approval Form](#).

2. International Travel Preparations

2.1 Prior to any travel outside of Canada, students, faculty and staff are required to:

- a) Register with the Government of Canada travel entity, currently www.travel.gc.ca;
 - b) Ensure they have the necessary travel documentation;
 - c) Confirm that they have appropriate insurance coverage;
 - d) Ensure they have any required or precautionary inoculations as directed by www.travel.gc.ca. Further assistance may be obtained through www.saskatoonhealthregion.ca – International Travel;
 - e) Ensure communication platforms are in place between the traveler, home contacts and destination contacts;
 - f) Identify and comply with any vaccination, quarantine and testing requirements established by the destination country or the Government of Canada and/or Government of Saskatchewan; and
 - g) Students are required to register their travel plans with the International Education Office.
- 2.2 Additional requirements/procedures such as pre-departure training will be needed for those students and faculty travelling for the purpose of International Education or the delivery of International Education.
- 2.3 Students and employees are required to use Saskatchewan Polytechnic's travel provider when making international travel arrangements. Only extraordinary exceptions will be considered and require the approval of the Provost & Vice President, Academic.
- 2.4 Any student or employee who has concerns about their personal safety during upcoming Off-Campus Activities and/or Travel should identify their concerns in advance with the activity leader and/or their head of unit or supervisor as well as the Saskatchewan Polytechnic International Education Office who will work with them to assess the issue.

2.5 Activity leaders must consult with the Saskatchewan Polytechnic International Education Office regarding Polytechnic activities outside of Canada and must comply with the directions of the Saskatchewan Polytechnic International Education Office.

3. Travel Support

3.1 While undertaking Off-Campus Activities and Travel, other Saskatchewan Polytechnic policies and procedures (except those inconsistent with local laws or applicable rules and policies of a host institution) continue to apply. Students, faculty, and staff must also obey the policies of international host institutions and the laws and cultural customs of the host countries they are in.

4. Response to International Events

4.1 In the event of an incident occurring outside of Saskatchewan, proper communication lines are important to ensure Saskatchewan Polytechnic responds efficiently. The Activity Leader or employee travelling on Saskatchewan Polytechnic business should contact Health, Safety and Security as soon as possible when an incident occurs.

4.2 By registering on www.travel.gc.ca, any international events tracked by the Government of Canada can be made known to you while traveling.

4.3 When Health, Safety and Security is made aware of an emergency that impacts a location outside of Saskatchewan, the Director, Health, Safety & Security will coordinate the following steps:

- a) The Associate Vice-President, Human Resources will provide the names of any employees approved for travel in the affected region.
- b) The Associate Vice-President, International will provide the names of any students approved for travel in the affected region.
- c) Email and/or various online communications (What's App, Facebook Messenger etc.) are sent to all students, faculty and staff in the affected region. (See Appendix)
- d) A phone call is initiated to all students, faculty and staff in the region.
- e) Communication to host organization/institution to request assistance is initiated.
- f) Contact with Global Affairs Canada is initiated.

The Emergency Management Committee will oversee these situations, as per Saskatchewan Polytechnic Emergency Response Plan.

4.4 Information to be communicated to students, faculty and staff in the affected region includes:

- a) Current situation/issue, country, along with any other associated news, links, etc.
- b) Updates as required.

5. Cancellation of Travel

5.1 Off-Campus Activities and Travel involving students may be cancelled or recalled by the appropriate Saskatchewan Polytechnic authority, if it is determined that the risks associated with the intended travel are unacceptable or unwarranted or cannot be reasonably managed.

5.2 Students must comply with a travel cancellation or recall. Those who do not and who proceed

with travel will be considered to be proceeding on personal travel, not Saskatchewan Polytechnic-sanctioned travel. They will no longer have access to Saskatchewan Polytechnic assistance; they will be solely responsible for any harm experienced after their failure to comply with the travel cancellation or recall.

5.3 Section 5.2 does not apply to students who are unable to comply with a travel cancellation due to proven reasons beyond their reasonable control.

5.4 The decision to cancel or recall any Saskatchewan Polytechnic-sanctioned travel is a serious one that is not to be taken lightly. It should be made in consultation with the relevant institutional units.

Roles and Responsibilities

Activity Leaders are responsible for communicating their plans for travel outside Saskatchewan and complying with the direction of the International Education office.

Health Safety and Security is responsible for assessing safety in an emergency situation and for arranging an appropriate response, as per the Saskatchewan Polytechnic Emergency Response Plan. The ability to provide assistance to travelers in a foreign country may be limited and will be dependent on the nature and scope of the emergency, and any involvement, support or direction provided by the Government of Canada.

International Education is responsible for:

- a) Maintaining a registry of students travelling abroad on approved programs, including student emergency contact information;
- b) Staying informed of changing conditions as articulated in the Department of Foreign Affairs and International Trade (DFAIT) Travel Advisories and communicating these changes to affected Polytechnic units and students traveling abroad;
- c) Working with activity leaders, academic units and other programs to provide advice and assistance;
- d) Offering pre-departure checklists, workshops, resource materials, and information to outgoing student travelers.

Schools and departments organizing student travel are responsible for conducting a thorough review of the proposed travel activity and consulting with the International Education office as appropriate.

Students, Faculty and Staff are responsible for understanding both the inherent risks associated with travel and any specific risks associated with their intended travel destination and assessing the appropriateness of those risks for their individual personal situation. They are also responsible for seeking the appropriate approvals for travel outside Saskatchewan and for registering their travel plans with the appropriate groups, as per these procedures, to ensure that proper communication lines may be in place, in the event of an emergency.