**FORM: Request for exemption to McGill’s ban on University-sponsored travel and activities outside Canada (v2 September XX 2021)**

As per the [*Framework for Exemptions to the Ban on University-sponsored Travel and Activities outside Montreal*](https://www.mcgill.ca/coronavirus/article/travel-and-mobility-update-coronavirus/framework-exemptions-ban-university-sponsored-travel-and-activities-outside-montreal), this form must be used to request an exemption for University-sponsored Travel and Activities outside Canada. Requests must be completed and submitted to the relevant Faculty Dean or Unit Head (AVP level or above) or their delegate, for review. See Faculty contacts below. Faculty/unit supported requests are then submitted to the Emergency Operations Centre (EOC) at [emergency.mgmt@mcgill.ca](mailto:emergency.mgmt@mcgill.ca) for final review and decision.

To request an exemption for tenure-stream academic staff for sabbatical leave or for academic work, please see Appendix B of *Framework for Exemptions to the Ban on University-sponsored Travel and Activities outside Montreal*.

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| **Faculty Contacts** | |
| **Faculty of Agriculture and Environmental Sciences** | **Dr. Salwa Karboune**  [salwa.karboune@mcgill.ca](mailto:salwa.karboune@mcgill.ca) |
| **Faculty of Arts** | **Dr.** **José R. Jouve-Martín**  [jose.jouve-martin@mcgill.ca](mailto:jose.jouve-martin@mcgill.ca) |
| **Faculty of Dentistry** | **Suzana Kafadar de Rodriguez**  [suzana.rodriguez@mcgill.ca](mailto:suzana.rodriguez@mcgill.ca) |
| **Faculty of Education** | **Daniela Frischer**  [daniela.frischer@mcgill.ca](mailto:daniela.frischer@mcgill.ca) |
| **Faculty of Engineering** |  |
| Mining Engineering co-op students | **Mining Co-op Liaison: Kim Darlington**  [miningcoop.minmat@mcgill.ca](mailto:miningcoop.minmat@mcgill.ca) |
| Materials Engineering co-op students | **Materials Co-op Liaison: Genevieve Snider**  [genevieve.snider@mcgill.ca](mailto:genevieve.snider@mcgill.ca) |
| Engineering Internship Program students | **EIP Internships Liaison: Ben Isaac**  [intern.engineering@mcgill.ca](mailto:intern.engineering@mcgill.ca) |
| Other undergraduate student requests (not co-op or internship related) | **MESC Advisor Inbox**  [advisor.engineering@mcgill.ca](mailto:advisor.engineering@mcgill.ca) |
| Academic Staff | **Chair or Director of Dept/School, see:** <https://www.mcgill.ca/engineering/departments-schools-institutes-0> |
| Graduate students | **Supervisor first, then Chair or Director of Dept/School** |
| **Faculty of Law** | **Brian Peebles**  [brian.peebles@mcgill.ca](mailto:brian.peebles@mcgill.ca) |
| **Faculty of Management** | **TBD** |
| **Faculty of Medicine and Health Sciences** | **Hermine Mesropyan**  [hermine.mesropyan@mcgill.ca](mailto:hermine.mesropyan@mcgill.ca) |
| **Faculty of Music** | **Dr. Stéphane Lemelin**  [chair.musicperformance@mcgill.ca](mailto:chair.musicperformance@mcgill.ca) |
| **Faculty of Science** | **Dr. John Stix**  [john.stix@mcgill.ca](mailto:john.stix@mcgill.ca) |
| **School of Continuing Studies** | **TBD** |

# Section A (to be completed by requestor)

**\*\*\*All fields must be answered in full. Incomplete forms will be returned.**

**General Information:**

Name:

Position:

Faculty/Unit:

Email:

Phone:

Expected date of departure:

Expected date of return:

**Description of travel activities**

1. Where are you going?

* *Please list all destinations*

1. Why are you going?

* *Please state the purpose of your trip and its connection to McGill*

1. What will you do when you are away?

* *Please describe all major activities*

**Urgency of Trip**

1. Why is it urgent for you to take this trip or undertake this activity outside Canada in the short-term?

* *Describe the serious negative consequences in the short- and long-term to yourself, people affiliated with you (e.g. collaborators, students) or to the University or partner organizations (e.g. breach of contractual obligations, unavoidable and imminent delays in student graduations, financial impacts) if you do not travel in the short-term. Indicate why a delay in travel until restrictions on travel loosen cannot be endured.*

1. What alternatives have you considered to avoid travel or this activity outside Canada?

* *Describe the efforts made consider how the activity can be modified to avoid travel or activity outside Canada, and the alternatives considered. Failure to investigate alternatives can result in denial of the exemption request.*

1. Why are these alternatives not suitable?

* *Describe how these alternatives would not avoid the serious negative consequences mentioned above.*

**Description of Risks**

1. What is the public health situation in the jurisdiction(s) where you are undertaking the activity or are traveling to?

* *Provide information such as cases/1,000 people, vaccination levels, trendline for cases (rising/falling), quarantine requirements, etc., with links to sources*
* *Describe your plan to quarantine upon arrival in the new jurisdiction (if required).*

1. What will your level of contact with people be during your trip or activity?

* *Describe the environment in which you will be working or studying (e.g. in the wilderness with a small team, in a crowded urban centre with potential for many contacts, etc.)*
* *Describe your lodgings and modes of transportation*

1. What other risks could arise, other than the ones described above?

**Risk Mitigation Plan**

1. How do you plan to keep yourself safe and healthy when carrying out your travel or activity?

* *Describe the measures will you take to reduce the risks described above, including your health risk. Example: conditions of handwashing, physical distancing, wearing face coverings or PPE, limiting contact with people, etc.*

1. What will you do if you get sick during your trip or activity?

* *Describe how you would self-isolate if you contract COVID-19 or develop symptoms.*
* *Describe your insurance / health coverage and your plan for seeking medical attention if needed.*
* *Describe any support networks (e.g. colleagues, local support systems attached to an organization) you could reach out to if you become seriously ill.*

1. What will you do if you need to return to Quebec / Canada suddenly?

* *Describe your plan to return to Canada if you need to leave suddenly or if the University calls you back because of a deteriorating public health situation at the destination.*

**Other**

1. Is this a research activity requiring Research Ethics Board (REB) approval? If so, please attach a valid REB certificate.

 Yes

 No

# **Section B (to be completed by supervisor or faculty advisor)**

**Supervisor Approval**

Supervisor/Faculty Advisor Name:

Title:

Faculty/Unit:

Email:

Phone:

I agree that the international travel and/or activities outlined in this document are urgent and that the University or the individual will suffer serious negative consequences unless the travel or activities are undertaken during the time period described.

Justification/Reasons:

Signature of Supervisor:

# **Section C (to be completed by the Dean or Unit Head, or delegate)**

Name:

Faculty/Unit supports this request and recommends this travel/activity for EOC review:

 Yes

 No

Additional Comments:

Date:

# **Section D (to be completed by EOC International Exemptions Working Group)**

EOC approved:

 Yes

 No

Additional Comments:

Date: