



THE CATHOLIC UNIVERSITY OF AMERICA

Center for Global Education

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GLOBAL EDUCATION GUIDELINES: HEALTH, SAFETY & LIABILITY FOR CUA OVERSEAS TRAVEL

Revised - 3/11/2008

The following guidelines have been established by the Center for Global Education for all CUA faculty and staff (program directors) responsible for taking CUA groups on university overseas travel. These guidelines will become CUA-wide protocol as of Fall 2008, and provide a reasonable standard of care on matters of health, safety and liability for CUA related overseas travel.

As of Fall 2008, CUA program directors will receive a mandatory CGE training workshop every Fall and Spring, covering matters of health, safety and liability for CUA overseas travel, as well as a CUA Overseas Program Director Handbook.

HEALTH

Pre-Departure

- √ The CUA optional health information form should be completed by CUA participants traveling on a CUA overseas program and returned to the program director(s) with enough time to assist students in adequately preparing to go abroad
- √ CUA program director(s) should review information listed on the optional health information form so as to be aware of participants' medical conditions and medications and have access to that information while overseas should a medical emergency occur
- √ CUA program director(s) should ensure all participants (including themselves) are covered by comprehensive health insurance which can be utilized while overseas (First tier health insurance protection)
- √ CUA program director(s) should be covered by the International Teacher Identity Card (ITIC) and ensure participants are covered by the International Student Identity Card (ISIC) - ITIC and ISIC will be issued through CGE as of Fall 2008. (Second tier health insurance protection)

- √ CUA program director(s) should enroll all participants (including themselves) in emergency evacuation insurance (CUA Chickering insurance automatically includes On Call International). Emergency evacuation insurance will be coordinated through CGE as of Fall 2008. (Third tier health insurance protection)
- √ CUA program director(s) should be CPR certified- check for local CPR training (coordinated through CGE as of Fall 2008)
- √ CUA program director(s) should require participants disclosing serious mental/medical conditions to have a student medical evaluation form completed and signed by attending physician certifying that the participant is fit to travel (form will be available for download at cge.cua.edu). In addition, it may be useful for the recommending physician to provide recommendations for optimum adjustment while the student is overseas

Overseas

- √ Should a medical emergency arise while overseas, the program director(s) should first take the necessary steps to ensure participants receive the necessary medical care, and then call CUA Public Safety Office (open 24 hours) to report the overseas medical incident so that the proper CUA crisis communication channels are activated
- √ In the event that a mental health or psychiatric crisis (i.e. suicide threat or attempt, sexual assault or any trauma, self-mutilative behaviors, severe eating disorders, psychotic symptoms) arises, a *qualified* licensed mental professional should be consulted immediately. Should a severe medical condition arise for students or faculty, they should never be left alone

SAFETY

- √ CUA program director(s) should ensure that CUA release forms are completed and signed by all participants traveling overseas and that copies are kept at the academic department and CGE (forms available for download at cge.cua.edu)
- √ CUA program director(s) should require participants to make copies of their passport page with photo (one for participant, one for program director and one for family)
- √ CUA program director(s) should register the group with the US Embassy or Consulate in the country(ies) of destination
- √ CUA program director(s) should check the U.S State Department Travel Advisory for the country(ies) of destination and travel should be based on current advisory notice (i.e. no travel if severe warnings)
- √ CUA program director(s) should provide a comprehensive pre-departure orientation for the group covering matters of health, safety and

- responsibility with enough preparation time before the overseas trip. A focus on women's safety and concerns should be incorporated into all pre-departure orientations. Specific instructions should be given to the participants in case of emergency and emergency contact info should be distributed (CUA counseling center staff psychologist Kavita Avula should be invited to speak at orientation about culture shock, study abroad and health and re-entry issues)
- √ CUA program director(s) should ensure participants (including themselves) receive overseas cell phones with numbers available before departure (this will be coordinated through CGE as of Fall 2008)

LIABILITY

- √ The CUA program director(s) should address general issues of responsibility to the group during the pre-departure orientation. Responsibilities of both the program director(s) and participants should be clearly outlined. Please note that CUA policies continue to apply while abroad (e.g. Code of Student Conduct as well as faculty and staff policies)
- √ CUA program director(s) is responsible for the CUA group during all CUA scheduled activities/class time. During free time, participants should notify program director(s) of their whereabouts and vice versa
- √ CUA program director(s) should not fraternize with students in an inappropriate manner and should retain a professional demeanor, including during informal gatherings and events (this is consistent with CUA's sexual harassment policy which applies overseas, see: <http://policies.cua.edu/EEO/sexharass.cfm>)
- √ CUA program director(s) cannot prevent students from consuming alcohol in countries where the drinking age is lower than in U.S, however should alcohol become a problem, the CUA program director can issue a written warning (see next paragraph)
- √ CUA program director(s) is responsible for giving participants a written warning should there be behavioral or alcohol-related problems. The CUA program director(s) has the authority to dismiss participants who do not address the warning. Dismissals should be put in writing and CGE must be informed of both warnings and dismissals beforehand
- √ CUA program director(s) has the authority to dismiss participants without written warning should there be drug-related problems. Participants should receive written notice that they have been dismissed from the program and arrangements should be made for their return to the U.S. and notification of family

- √ Should a severe medical condition require the evacuation of participants, the CUA program director(s) is responsible for activating the emergency evacuation insurance and notifying CUA/CGE

If you have any additional questions or concerns which are not addressed under these guidelines, please contact Tanith Fowler Corsi, Assistant Vice President for Global Education at corisit@cu.edu or call (202) 319-6010.