Stony Brook University
International Academic Programs

Faculty-led Program Reopening Guidelines for Students - COVID-19

> **This document is intended to serve as an informative resource about how International Academic Programs and Stony Brook University have vetted and guided their faculty-led programs for safe, healthy, and compliant reopening in alignment with the SUNY standards (including CDC level 2 or lower). Each section addresses the expected and required student responsibility as a participant in an IAP Faculty-led program going forward.**
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> **In deciding to apply for and participate in a program, students are prompted to regularly measure their risk-tolerance and/or aversion in terms of the pandemic to determine whether participating while complying with the below is in their best interest and ability. The below information serves as a guideline, however may change due to the progression of the fluidity of the COVID-19 pandemic. Country-specific guidelines may differ or change at any time. Participating in a program will require students to be flexible, understanding and cooperative as our faculty and staff navigate offerings both during and post-pandemic.**
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> ***These guidelines apply to ALL participants regardless of vaccination status, prior treatments and/or prior infection/ presence of antibodies.***

HEALTH AND SAFETY
Before program requirements:
1. SBU and SUNY require a negative COVID-19 test within 72 hours of program departure for all program participants. Testing must also respect guidelines/requirements set forth by the airlines and host country.
2. SBU and SUNY require that students complete the health screening form daily:
   a. Use of SBU app for comprehensive COVID-19 symptoms. Students should report their symptoms to program staff daily.
3. SBU and SUNY have requested that faculty audit country-specific conditions, entry status, restrictions and quarantine rules.
   a. Faculty will research health crisis conditions, policies, and restrictions in each specific location relevant to their programs.
   b. Students will be expected to understand the quarantine and testing requirements of the host country prior to departure.
4. Pre-determining Health Facilities Abroad
   a. In accordance with our usual emergency planning, faculty will research testing facilities, hospitals, health providers and emergency services in each overnight location of their program. Hospital policies may change during times of pandemic including the limitation of visitors. As faculty and/or IAP become aware of any policies that affect our students or group, it will be communicated.
   b. Students should become familiar with coverage available through their SUNY International Health Insurance, including Mental Health support via virtual counselling.

      c. Students are strongly encouraged to sign the health insurance release form (Personal Representative Appointment) to enable SBU, its faculty and program staff to support students while abroad.

      d. Students will share their emergency contact with IAP via [SBUAbroad](#) and provide the approval for IAP to reach out in case of an emergency.

5. Mandatory group travel (varies by program)
   a. When available IAP will select a changeable ticket. Outside of that possibility, students will be responsible for change fees.
      i. Students must use SBU approved travel agency to book based on SBU selected itinerary.
      ii. Students must authorize SBU to make travel arrangement changes on an emergency basis. Students will submit their authorization via SBUAbroad as part of the program application. Authorization will be shared with the travel agency.
      iii. Students will be expected to travel to and from the host country with the group.

6. Local support
   a. SBU staff will assist students who may need quarantine or isolation in a location that differs from the scheduled itinerary. 24/7 staff support for quarantined students cannot be guaranteed.

During Program Requirements:

1. Students are required to use the SBU app for comprehensive COVID-19 symptoms. All students must complete this prior to leaving their rooms each morning, and reporting any and all symptoms to faculty to determine if testing or isolation until testing/treatment is needed.

2. Personal Protective Equipment (PPE)
   a. Students will be responsible for bringing their own appropriate PPE which meets health standards of the host country.
   b. Students must comply with SBU and host country policies regarding mask wearing, social distancing, isolation and quarantine.

3. Symptomatic student response and testing requirements
   a. If a participant (student or staff) exhibits COVID-19 symptoms and/or screens positive through the daily COVID-19 symptom checker, the individual must seek medical care, COVID-19 testing and immediately self-isolate.
      i. If an individual tests negative, isolation discontinues and the individual is encouraged to rest until feeling well. SBU does not require contact tracing but it may be required by the host country.
      ii. If an individual tests positive, the entire group must test regardless of presence of symptoms. All group members must self isolate until results are received (as per CDC 10/21/20). Based on results of the group, decisions will be made in consultation with the Faculty Director, IAP, Provost, and Student Health Services.
      iii. Faculty will report accordingly to SBU Student Health Services for guidance.
      iv. The students and faculty must also follow the host country laws and regulations as it pertains to positive COVID-19 individuals.

4. Staff Requirement for Isolation/Quarantine
   a. SBU staff may not be available to stay with students who are required to extend stay due to COVID. If not, the program will arrange for local support where available.

5. Detailed Itineraries and Contingency Plans

a. Faculty will adjust regular itineraries to limit movement between cities within a country. Itinerary will be made with access to testing, accommodations and transportation options in mind.
6. Guidelines for cancelling/modifying program
    a. SBU and SUNY require that faculty modify their itinerary for if/when the infection rate increases in a specific location.
    b. If the outbreak is country-wide (or CDC escalates country rating to Level 3), an early departure may be required.
7. Management of free time
    a. Programs will develop plans for free and social time to ensure health and safety (reduce risk). Student's ability to travel locally on their own during free time may be limited or restricted on faculty-led programs.
8. Course delivery accommodations
    a. Academic alternatives will include options to ensure student ability to successfully complete their program due to any COVID-19 related interruption.

Post Program Requirements:
1. Students are responsible for arrangements upon return which comply with their home state/campus requirements.

CONTINGENCY PLANS
1. Accommodation Adjustments
    a. Homestays will not be offered/utilized.
    b. Programs must have the ability to extend stay in specific locations.
        i. Isolation plans are in place for students who test positive or are symptomatic. These accommodations adjustments may include relocation or extended a stay at a contracted facility.
        ii. The need for accommodations adjustment may alter the program itinerary.
    c. Support will be provided for meals and local transportation.
2. Mandatory group travel: Refer to *Before Program Requirements, Item 5.*
3. Sufficient support staff/faculty for program
    a. SBU staff will assist students who may need quarantine or isolation in a location that differs from the scheduled itinerary. 24/7 staff support for quarantined students cannot be guaranteed.

PROGRAM FINANCES
1. Considering group limitations in-country for movement and budget constraints, each program will have a set minimum and maximum number of participants. Should at any point prior to departure the enrollment affect the ability to run the program, all scheduled participants will be notified of program continuation or cancellation.
2. Program specific budget sheets will be shared with students during the application process as well as detailed information regarding student's financial responsibilities and liability.
    a. Based on the financial liability deadline and commitment for prepayment of services overseas, the program will share the latest date participants can withdraw for non-medical reasons without program liability.
3. Positive test within 72 hours of departure:
    a. Students who test positive within 72 hours of departure will not be responsible for the program fee.

b. Students will not be permitted to meet the program in country after the scheduled start date/departure.
4. If cancelled, program staff will make an effort to recover prepaid expenses but no refund is guaranteed.
5. Students will not be held responsible for the program fee if programs are cancelled by SBU prior to departure. For programs cancelled while in progress, program fee refunds will be prorated.
6. If a program is cancelled or if students are required to return early, students will be responsible for any flight change fees.
7. Financial liability remains the same for other withdrawal reasons (see Financial Acknowledgement Form in SBUAbroad):
-"When participants commit to a study abroad program in the application portal, they accept responsibility for all costs associated with their program."
-"In the event a program is cancelled, SUNY will refund only uncommitted and recoverable funds."
-"I understand and acknowledge that if I withdraw before the start of the program I will be responsible for paying any part of those costs that cannot be recovered by SUNY or that SUNY may still be required to pay on my behalf. If I withdraw from the program after its starting date, I will not expect to receive a refund of any program fees, differentials, or other charges, and may not receive a refund of SUNY tuition. I may also be obligated to repay any financial aid awards that I received in support of my participation in the program."
-"If participants decide to withdraw before the start of a study abroad program, they must inform International Academic Programs in writing as soon as possible. Participants who withdraw after committing in the portal will be charged the full program fee. IAP will work with partner universities, vendors and providers to refund any fees already paid on the participants' behalf but no refund is guaranteed."

STUDENT COMMUNICATION AND RESOURCES
We recognize the importance of stronger communication and transparency during these challenging times. While in-person advising may not be possible, IAP and Program faculty/staff are committed to ensuring that students can access advising virtually. We highly recommend for students and their support persons to reach out to us so that we can answer any questions and direct them if necessary to the appropriate resources during all phases from planning as well as upon return.

1. Students will be required to submit the COVID-19 Acknowledgment and Release Form (SUNY) related to institutional policies and associated risks.
2. Program specific information sessions for all admitted students as part of the mandatory pre-departure orientation.
    a. Students will receive orientation materials covering COVID-19 guidelines, including a country-specific COVID-19 update/information sheet.
    b. All materials will also be provided in the SBUAbroad portal.
3. IAP and program faculty will update students accordingly prior to departure, during the program, and post-program with all relevant information pertaining to health, safety, academics and logistics.
4. IAP will communicate directly with students regarding any and all program modifications. Only should an emergency arise (cancellation and/or departure mid-program related to COVID-19, and/or individual concerns related to health or safety of their student) will IAP contact a student's disclosed Emergency Contacts (SBUAbroad form) to inform and/or request assistance.

IAP must comply with HIPAA and will not disclose any information related to the health of any other participants/faculty/staff.

5. Within the SBUAbroad portal Statement of Responsibility, students are expected to review, understand and comply with the SBU Code of Conduct, and all policies and procedures of SBU and IAP.

International Academic Programs
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