

3 March 2020

Hello, SWSB London Spring 2020 students and Emergency Contacts,

We take student health and safety very seriously, so please know that we are working closely with our partners, insurance providers, and international health and safety organizations, to stay on top of the current coronavirus situation.

At this point, we are balancing the need for caution with the understanding that we have much more to learn about the virus and its prevalence. **Because of this, any travel outside of London must be approved in advance by the GO Office and Dr. Pomykalski.**

**Approvals for travel are required, effective immediately. This includes approval from the GO Office of any previously submitted travel forms.**

The travel request forms should be delivered to the program director (via Blackboard) and the GO Office (via e-mail to [go.report@susqu.edu](mailto:go.report@susqu.edu)) **at least two days before any overnight stay outside of Conway Hall**. This will allow the program director to consult with the GO Office. We recommend not making any deposits/payments until your travel is approved. If you travel overnight, away from the flat, and do not properly complete this form, the Program Director will consider it a conduct violation which will be reported in accordance with University protocol.

I recognize this may feel frustrating as spring breaks and long weekends may be ahead and you may have already planned travel. Quarantines and increased health screenings may be announced for other locations. Because of this, we want to be sure that you're able to access the health and safety support of your program director and Anglo.

**Please note that independent travel to any location with CDC travel warning level of 3 or 4 is prohibited.** At present that includes all of Italy. Other countries may be added in the coming days and weeks and we will inform you if that happens.

If are approved to travel, in addition to the risk of contracting the coronavirus, you run the high risk of being forced into quarantine for 2 weeks upon your return to your host country. In some cases, countries have even closed their borders to travelers from level 3 warned locations. If you still intend to travel in the coming days and weeks, we urge you to consider traveling locally.

Please remember to:

- EXERCISE INCREASED CAUTION as this is a fluid situation and the governments are updating their travel advisories frequently.
- BE PREPARED for possible delays – bring extra glasses/contacts, medicine, phone chargers, and clothing in case you get delayed on your travels or encounter possible delays.
- PRACTICE safe hygiene
  - WASH your hands frequently, use an alcohol-based HAND SANITIZER.
  - Cough/sneeze into your sleeve or a tissue, dispose of used tissues appropriately.
  - Clean surfaces with disinfectants regularly.
  - Avoid close contact with people who show flu-like symptoms.

- If you have flu symptoms (fever, cough, difficulty breathing), to contact local health authorities via phone and wait for information while self-quarantine. Please also contact Dr. Pomykalski via phone.

We understand that these are uncertain times. We continue to monitor the situation in all countries where we have students and we will continue to communicate frequently with you.

Please feel free to email with questions.

Best,

Scott Manning, Dean of Global Programs

Molly Roe, Director of GO

Dr. Pomykalski, SWSB London Program Director Spring 2020

Ariana Stuhl, Study Away Advisor