

Limited Operations Travel Request Safety Plan for University Sponsored Activities

Section 1

1. University Responsible Employee's Name, Dept.

2. Destination.

2. Reason for Travel (please provide detailed reason for trip) If traveling international please review Section 2

3. Names of all Student Participants

4. Characteristics of spaces being used:

This includes, but is not limited to, lodging, laboratories and common spaces. Please provide a detailed description of the spaces that students will be using and/or coming into contact with. Provide information on cleaning protocols. (how often and materials used)

5. Personal Protective Equipment (PPE):

Please provide a detailed list of what PPE will be used by the students and other safety protocols.

6. Mode of Transportation:

What type of transportation is being used? Please ensure social distancing is in place whenever possible. Students cannot ride in the same vehicles to ensure proper social distancing. Caravans are strongly encouraged to and from the destination.

7. Participant Health:

Ensure that student travelers have met the approved criteria for returning to campus listed on the UTEP Screening Application (answers "No" to COVID-19 listed symptoms, has not personally tested positive for at least two weeks, and has not had extended exposure to someone who is COVID-19 positive) prior to intended departure. Participants will commit to follow a strict self-reporting standard, acknowledging that failure to do so could lead to their dismissal from continued participation in University-sponsored activities.

I understand and agree to this additional responsibility

8. Please list the individuals approving this trip on behalf of their dept. This should include both:
Dept. Chair/Director
Dean/Vice President

9. Confirm Approval

I have received approval for this trip from the individuals listed above
