

MIT TRAVEL RISK POLICY (Updated March 8, 2007)

I. Introduction

All members of the MIT community should be able to make well-informed travel decisions, and no one should be coerced or required to travel to locales where there are significantly heightened health or safety risks.

The following guidelines describe the various levels of travel warnings, definitions of MIT Travel, and the policies that apply to MIT Travel. Under these policies, student travel may be restricted under certain circumstances.

MIT will use the best available sources for assessing risk: Travel Advisories from the Department of State (DoS), the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO).

II. Defining MIT Travel

- A. MIT Travel is defined as travel by any member of the MIT community on MIT business. MIT business is defined as any program or activity that is required or run by MIT or financially supported through any MIT account.
- B. Any member of the MIT community (faculty, staff and students) who is traveling wholly for personal reasons and without financial support by MIT (i.e., without funding through *any* MIT account) is not subject to MIT's travel policy. Individual discretion governs decisions regarding such personal travel.
- C. Faculty, staff and students who combine travel on MIT business with travel to their home country for personal reasons must sign MIT's travel form, but may use their individual discretion regarding decisions to travel to areas on the travel warning lists.

III. Travel Warnings

The following Travel Risk Categorizations were last updated on **March 8, 2007** and appear on MIT's emergency and travel web pages.

Two asterisks (**) indicate that MIT's normal business travel accident and emergency medical evacuation insurance ("Travel Insurance") is not automatically available in these countries. MIT Travel Insurance may be made available for travel to these countries only if pre-approved before departure by MIT's Insurance Office.

On occasion, there may be determinations made by the Department of Health and Human Services, Centers for Disease Prevention and Control (CDC) or other U.S.

government agencies concerning health risks from travel to specified locales that result in restrictions, potentially including quarantines, being imposed as a condition to returning to the United States. For example, if in the future the avian flu or SARS were to be determined to pose a sufficient risk, the CDC or other agencies could cause restrictions to be imposed on entry into the U.S. by individuals who have traveled to locales where they are likely to have been exposed. **This is not a present issue (March 2006).** Travel restrictions imposed by the CDC or the World Health Organization (WHO) are eventually noted on this travel risk policy, but travelers are advised to check the CDC's and WHO's web sites frequently for the most up-to-date travel warnings and advisories. For more information about the circumstances under which a disease-related quarantine may be imposed and a list of diseases see Section IV.F, no. 5.

A. Highest Travel Warning

This applies to countries or areas where any of the following conditions apply:

- DoS personnel and/or their families have been ordered to leave and/or services are not available at US Embassies or consulates.
- The DoS, CDC and/or WHO have determined that there is a very serious health risk and therefore prohibit travel and/or require quarantine before or upon re-entry to the U.S.

Countries currently given the highest travel warning are:

Afghanistan** – Burundi – Chad¹ - Colombia (greatest kidnapping risk in the world) – Guinea – Iran²** – Iraq** – Israel** (the West Bank, Gaza and throughout Israel on public transportation of any kind) – Israel** (Old Jerusalem)³ – Pakistan** – Saudi Arabia** - Somalia – Sudan⁴

B. High Travel Warning

This applies to countries or areas where any of the following conditions apply:

¹ When traveling outside of N'Djamena, U.S. Citizens should avoid crowds, political rallies, street demonstrations and government installations. When traveling anywhere in Chad, American citizens should travel in groups, keep a cell phone (for when service is available) or two-way radio in reach at all times, avoid travel after dusk, and leave detailed travel plans with a reliable point of contact. Americans traveling with Thuraya satellite phones should register the phones with Chadian authorities.

² Americans who travel or reside in Iran despite the Travel Warning are strongly encouraged to register through the State Department's travel registration website, <https://travelregistration.state.gov>.

³ The Old City of Jerusalem is off-limits to U.S. Government personnel and their family members after dark during the entire week and between the hours of 11 am and 2 pm on Fridays.

⁴ When traveling to Sudan, it is important to obtain the proper travel documents before attempting entry into any part of the country. Americans who travel to Sudan despite this travel warning must possess a valid passport with at least six months of validity and a Sudanese visa.

- DoS personnel and/or their family are authorized to leave
- US citizens are urged to delay all but essential travel
- Only emergency or intermittent services are available at U.S. embassies or consulates, and even they may not be available.
- DoS, CDC and/or WHO find there is a serious health risk and inadequate medical care, and urge a delay of all but essential travel.

Countries currently given a high travel warning are:

Central African Republic⁵ – Eritrea (outside Asmara) – Haiti (outside Port-au-Prince and within Port-au-Prince after dark) – Indonesia (within the Aceh, Papua, Central and South Sulawesi, and Maluku provinces) – Lebanon – Liberia (outside of Monrovia) – Nepal (outside Kathmandu Valley) – Sri Lanka (regions north of a line following the highway from Puttalam through Anuradhapura to Trincomalee, and east down to Batticaloa)

C. Moderate Travel Warning

This applies to countries or areas where either of the following conditions apply:

- Full services are available at US embassies or consulates but US citizens are urged to delay all but essential travel based on specific events/risks.
- DoS, CDC and/or WHO find there is a serious health risk and urge delay in all but essential travel but do not find inadequate health care.

Countries currently given a moderate travel warning are:

⁵ The U.S. Embassy in Bangui has just four American officers and can provide only limited emergency services to U.S. citizens. U.S. citizens in the CAR are strongly urged to register on the State Department's web site at <https://travelregistration.state.gov>. Americans without Internet access may register directly with the U.S. Embassy in Bangui.

Algeria^{6**} – Bosnia – Congo⁷ – East Timor⁸ – Eritrea (within Asmara) – Haiti (within Port-au-Prince during daylight) – Indonesia (all other provinces) – Israel** (outside the West Bank, Gaza and not on public transportation)⁹ – Israel** (Old Jerusalem)¹⁰ – Ivory Coast¹¹ – Kenya – Liberia (within Monrovia) – Nepal (within Kathmandu Valley) – Nigeria¹² – Philippines – Syria – Sri Lanka (all other areas) – Uzbekistan¹³ – Yemen¹⁴ – Zimbabwe

⁶ Overland travel between major cities should be avoided at night and the DOS cautions U.S. citizens traveling in the mountainous northern regions as well as the southern regions near Tamanrasset to use reputable travel agents and tour guides.

⁷ Travel in the eastern provinces, especially in rural areas, remains unsafe due to continued sporadic attacks by uncontrolled militias. All resident foreigners, including Americans, are required to register at the office of the Direction General de Migration (DGM) in the commune of their place of residence. U.S. Citizens who travel to or reside in Congo are also advised to register through the State Department's travel registration website (http://travel.state.gov/travel/cis_pa_tw/tw/tw_2198.html) to make it easier to contact in case of an emergency.

⁸ Americans currently in East Timor should evaluate carefully their safety and security in light of this travel warning. Americans in East Timor should immediately register with the Embassies or through the DOS travel registration website <https://travelregistration.state.gov> to obtain all recent messages sent to the American community in East Timor.

⁹ Travelers should heed warnings by the Department of State and U.S. Embassy regarding locations and activities of particular risk. The Department of State notes that American citizens are urged to exercise a high degree of caution and common sense when patronizing restaurants, cafes, malls, places of worship, and theaters, especially during peak hours. Large crowds and public gatherings should be avoided to the extent possible, and personnel should be alert to street vendors who sometimes aggressively harass tourists. American citizens should take into consideration that discos and nightclubs, as well as public buses, trains and their respective terminals are "off-limits" to U.S. Government personnel. If traveling to Israel, please contact MIT Senior Counsel's Office for specific travel form for Israel due to particular risks.

¹⁰ Travel during daylight hours for the entire week and outside the hours of 11 am and 2 pm on Fridays.

¹¹ Embassy employees are asked to limit their travel within Abidjan and to avoid travel at night. Travel to most areas outside of the capital is reviewed on a case-by-case basis. Private American citizens are urged to follow the same guidelines. Americans should also ensure that their vehicles are fully fueled and that they have adequate cooking fuel, food and water for several days.

¹² [For safety reasons] ... travelers should attempt to get direct international flights to/from their Nigerian destination, rather than transiting another Nigerian city such as Lagos. For domestic travel between Lagos, Port Harcourt and Abuja, the U.S. Government encourages its employees to use Virgin Nigeria Airlines or Aero Contractors.

¹³ Visas are difficult to obtain and are often valid for very limited duration, the Peace Corp is no longer allowed to operate there and US military presence in the country has ended. Also, the Uzbek government maintains travel restrictions on large parts of the Surkhandarya province bordering Afghanistan including city of Termez and American citizens traveling to this region have to get a special permission card from the ministry of foreign affairs.

¹⁴ For updated security and travel restriction information please contact the U.S. Embassy in the Dhahr Himyar Zone, Sheraton Hotel District. The telephone number of the Consular Section is (967)(1) 755-2000, extension 2153 or 2266. The after hours emergency number is (967)(1) 755-2000 (press zero for extension). Also, it is recommended that U.S. Citizens enroll in the warden system (emergency alert network) in order to obtain updated information on travel and security in Yemen. This can be done online at <https://travelregistration.state.gov/ibrs>.

D. Travel Embargoes

The following countries are subject to travel and other restrictions imposed by the U.S. Treasury Department's Office of Foreign Assets Control (OFAC) or other U.S. authorities:

Balkans – Belarus – Burma (Myanmar) – Congo – Cote d'Ivoire – Cuba – Iran – Iraq – Liberia – Libya – North Korea – Sudan – Syria – Zimbabwe

MIT Travel and Emergency web sites will update the list of countries by Travel Risk Category on approximately a weekly basis. Members of the MIT community are urged to check the DoS, CDC, WHO, and OFAC web pages for more current information.

IV. Travel Policies for Travel on MIT Business

A. DoS Public Announcements and/or General CDC/WHO Advice (without advice to not travel):

No restrictions apply to these locales. MIT makes available links to DoS, CDC and WHO travel advisories and posts guidance on travel and emergency web sites. MIT may offer 24/7 emergency travel service for individuals who register with the MIT Travel Office before departing.

B. Moderate Travel Warning:

1. MIT urges all members of the MIT community to heed DoS/ CDC/ WHO Travel Warnings and not to travel to these locales, but faculty, staff and students are free to make their own informed decisions.
2. No one may be required or coerced to travel (e.g., by a faculty member, supervisor or advisor).
3. All members of the MIT community who decide to travel anyway must sign MIT's travel form before departure, acknowledging the risk and personal responsibility for their decision to travel.
4. All students must also agree not to travel to or through any areas where DoS personnel are required or authorized to leave. They must also agree not to travel to or through areas where MIT Travel Insurance coverage or adequate medical care is not available and to not use modes of transportation that DoS personnel or their families are prohibited to use.
5. Undergraduate students' parents or guardians must also sign the MIT travel form (to confirm discussion of risks; and if the student is under 18, parents or guardians sign to provide consent).

C. High or Highest Travel Warning:

1. MIT strongly urges MIT faculty, staff and students to fully understand the risks and to not travel to High and Highest Travel Warning locales. This includes places where there is a serious health risk and inadequate medical care and places where MIT's Travel Insurance coverage is unavailable.
2. No one may be required or coerced (e.g., by a faculty member, supervisor, or advisor) to travel to these areas.
3. Unless a waiver is granted in a specific case (as described in IV.E below) MIT will not approve or financially support (through any MIT account) travel by any student to High and Highest Travel Warning locales.
4. If faculty or staff members travel despite MIT's urging not to do so, they must sign MIT's travel form before departure, and they must not take (or enable) any students or staff subordinates to travel to these areas.

D. Travel Embargoes:

1. U.S. law may prohibit or restrict travel to embargoed countries, whether the trip is on MIT business or for personal reasons.
2. Anyone who seeks to travel to embargoed locales must contact the Office of Sponsored Programs (OSP) before making travel plans or transferring any item or information in any medium to any individual or entity (whether a U.S. citizen or not) in embargoed countries. OSP will help determine whether travel to these countries is banned or whether a license is required or any other restrictions apply under OFAC's regulations.

E. Waivers of Policy Available in Extraordinary Circumstances

Where the categorization of travel risk is unclear, or extraordinary circumstances may warrant a waiver of MIT's travel policy, the following decision-makers are responsible for granting waivers:

1. Faculty and Academic Staff: Provost, with recommendation from the Vice President for Research/Associate Provost or the applicable School Dean.

2. Students: Chancellor, with recommendation from the Dean for Undergraduate Education, the Dean for Student Life, or the Dean of Graduate Students, conferring with the Dean of the applicable School.
3. Administrative Staff: Executive Vice President, with recommendation from the Vice President for Human Resources.

The Senior Counsel is available to serve in an advisory role to all of the above. Members of the MIT Medical Department may also advise.

F. Additional Information

Please refer to MIT's emergency and travel web sites (listed below) for information about planning for travel, the risks of travel, and ways to avoid or better handle emergencies. Information on these issues, as well as on where to find out more about availability and access to your regular medical benefits, regular life insurance, and Travel Insurance, with links to relevant web sites, are available in the memorandum, "Important Information on Foreign Travel," which is posted on MIT's emergency and travel web sites.

Other references and resources regarding travel include the following: -

1. CDC web site: <http://www.cdc.gov>
2. DoS web site: <http://travel.state.gov/>
3. WHO web site: <http://www.who.int/>
4. OFAC web site: <http://www.ustreas.gov/offices/eotffc/ofac>
5. Quarantinable Communicable Disease Information: Amended Executive Order 13295 Relating to Certain Influenza Viruses and Quarantinable Communicable Diseases; Revised list of Quarantinable Communicable Diseases; and, Question and Answers :
<http://www.whitehouse.gov/news/releases/2005/04/20050401-6.html>
<http://www.cdc.gov/ncidod/sars/executiveorder040403.htm>
http://www.cdc.gov/ncidod/dq/qa_influenza_amendment_to_eo_13295.htm
6. MIT Benefits Office: <http://web.mit.edu/hr/benefits/> or 617-253-0500
7. MIT Emergency web site: <http://web.mit.edu/emergency>
8. MIT Insurance Office: <http://web.mit.edu/ila> or 617-253-2823
9. MIT Insurance Office: 617-253-2823

10. MIT Medical Health Plan:
<http://web.mit.edu/medical/plans/index.html> or 617-253-1322
(faculty/staff) or 617-253-4371 (students)
11. MIT Medical: <http://web.mit.edu/medical> or 617-253-4481
12. MIT Police 24/7 Emergency: 617-253-1212
13. MIT Sponsored Research Office: 617-253-2492 (Re: travel embargoes,
export controls, and sponsor restrictions)
14. MIT Travel Office: <http://web.mit.edu/travel> or 617-253-3547