



UNIVERSITY  
OF WYOMING

Office of  
Academic Affairs

## University of Wyoming, Spring 2021 Domestic Field Course / Field Trip Policy

Domestic field trips and field courses are class experiences held at a site within the U.S. other than the normal campus class location, undertaken to expand student understanding and/or application of educational concepts and knowledge. Clinical rotations, practicums, and student teaching are not considered field trips and should be handled by following the protocols and policies of the host institution or business.

### Through March 31, 2021,

- Domestic field trips within Wyoming are allowed when deemed critical to the course's learning outcomes. Permission must be obtained and documented by the trip leader from the trip leader's Department Head and Dean prior to departure.
- Domestic field trips out of state are not allowed except in **exceptional mission-essential** circumstances; trip leaders must prepare a detailed plan outlining safety and public health measures that will be undertaken, similar to those elements outlined below, and must be approved by the Department Head, Dean, and VP Academic Affairs. The number of exceptions that can be expected is very small.
- If approved, field trips and courses shall follow the [UW Transportation Policy](#).

### On and after April 1, 2021, field trips will be considered with the following stipulations:

- If approved, field trips and courses shall follow the [UW Transportation Policy](#).
- Domestic field trips within Wyoming: Mission-essential approval must be obtained from the department head and dean prior to departure.
- Domestic field trips out of state: A risk assessment will be conducted with the Office of Risk Management and the Travel Risk Assessment Team prior to obtaining mission-essential approval from the appropriate department head and dean and VPAA. This approval will be obtained by [submitting a proposal](#). The VPAA will consult with a

Travel Risk Assessment group in making their final determination. The proposal will include elements outlined below.

- Trip leaders will assess the COVID-19 situation in the destination sites and locations en route prior to departure, as well as the degree to which field trip participants will interact with the local community.
- All participants must have been compliant with all COVID testing and COVID policies during the entire semester prior to departure.
- Trip leaders should document how they will ascertain and enforce the facts that students and field trip leaders will not travel if they:
  - Are sick,
  - Have had any COVID-19 symptoms within the 14 days prior to departure,
  - Have been in close contact with individual(s) who have tested positive for COVID-19 within the 14 days prior to departure, and/or
  - Have traveled for any reason to an area with widespread, ongoing community spread within the 14 days prior to departure.
  - Fail to comply with required COVID testing and other UW COVID policies.
- Trip leaders will document how all participants will adhere to the UW facial covering requirements for the duration of the field trip, including while en route and on-site.
- Trip leaders will document how all participants will maintain at least 6' of physical distancing between themselves and others whenever possible for the duration of the field trip. The trip leader will place students into pods which will sit together on planes or in cars, stay together in hotels, and eat together during the trip.
- Trip leaders will document how, when using UW owned, rented, or personal vehicles:
  - Frequently touched surfaces will be sanitized prior to use and at the end of each travel day.
  - Vehicles will not exceed 50% capacity and seating will be arranged to create as much space as possible between all occupants.
  - Windows will be opened to increase airflow unless it is unsafe or unreasonable to do so.
  - Air conditioning systems will use outside air instead of recirculated air.
  - No food or drinks will be consumed while driving or riding in a vehicle.
  - Gas and restroom/rest stops will be planned prior to departure. All participants will wash or sanitize their hands after any stops and before returning to the vehicle.
- Trip leaders will document and implement additional measures to minimize the risk of coronavirus transmission among participants based on the field trip activities, including but not limited to:
  - Documenting the COVID situation at the destination and all locations en route to the destination;
  - Minimizing the distribution of printed materials and/or physical items;
    - Participants are encouraged to bring and use their own personal equipment and/or tools

- Trip leaders will ensure measures are in place to sanitize any shared equipment or tools when the use of personal equipment is not possible
- The use of small cohorts for the duration of the field trip;
- Food and dining plans which account for safety protocols (i.e. avoid buffet-style/self-serve meals, prioritize “grab-n-go”/boxed meal options, physical distancing, etc.);
- Overnight lodging accommodations which account for safety protocols (i.e. use of consistent pods, physical distancing, sanitization, ventilation, etc.).

## **After You Travel**

- Please know that you and your travelers may have been exposed to COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread the virus to others. You and your travel companions (including children) may pose a risk to your family, friends, and community after your travel.
- Trip leaders will require travelers should test as soon as possible after returning and limit interactions until a negative test result is obtained and ask travelers to reduce non-essential activities for a full 7 days after travel, even if their test is negative.

[Submit your proposal](#)