

COVID-19 Student & Youth Travel Toolkit

FOR EDUCATORS

Message from the SYTA CEO

Dear Educators and Leaders Who Encourage Student and Youth Travel—

Over the past several months, we have experienced an unprecedented challenge to our families, our schools, our activities and the travel industry.

In response, the Student & Youth Travel Association (SYTA) worked with its members to provide education, resources, and information to help guide educators and your groups through the COVID-19 pandemic.

Today, we are being asked to provide guidance on how to help students and youth travel safely amidst COVID-19. The SYTA Safety Committee reviewed safety protocols published by SYTA member suppliers and other industry associations to compile a Student & Youth Travel Toolkit to help you work with your tour operator to ensure health and safety protocols for your travels.

Safety has always been a key priority for SYTA and its members, as we endeavor to help students and youth gain greater understanding of the world through the experience of travel.

The information in this Travel Toolkit is current as of publication time. We realize COVID-19 protocols are constantly changing and we will continually monitor industry safety and update the toolkit as needed.

We have appreciated your patience and understanding throughout these past months as we have all been working to determine how we can reassure you, your schools, your parents, and your groups, and continue to provide travel experiences for our young people in the future.

On behalf of the Safety Committee, thank you for continued belief in the power of student and youth travel. We trust you will benefit from this toolkit and the expertise of your SYTA member tour operator as you plan travel anew and make your way back to opening doors for youth.

Thank you for your support of SYTA.



Carylann Assante, CAE
CEO



Introduction

The objective of this SYTA COVID-19 Student & Youth Travel Toolkit is to provide educators and schools with educational materials to help reduce potential exposures to and spread of severe acute respiratory syndrome coronavirus 2—SARS-CoV-2—the virus that causes COVID-19. This information is consistent with health and safety recommendations and ongoing monitoring effects stated by the U.S. Centers for Disease Control and Prevention (CDC) in determining how to operate domestic and international tours during COVID-19.

This document is designed to provide guidance for consideration as you begin coordinating and planning tours in the wake of the COVID-19 pandemic. While not all considerations will be pertinent to your situation, the information outlined is intended to help you develop or review the plan that will work best for your group. You may need to adjust your approach from what is outlined here to address cultural concerns or government guidance, or you may need to take additional measures based solely on your individual groups' requirements.

It is important to note that this information is current at the time of publication. These considerations will change as effective practices, government guidelines and guidance from medical professionals evolve. This is a living document. As guidelines evolve and as additional information becomes available, SYTA will update this document.

Communication and transparency with your families and the tour operator is even more critical going forward. Communicating your health and safety plan and policies to families and the tour operator upfront will help ensure everyone is prepared for a safe and healthy trip.

Disclaimer: The information contained within these guidelines may change from time to time due to the evolving nature of the COVID-19 pandemic. It must not by itself be relied upon in determining obligations or other decisions. Users of this document must independently verify any information on which they wish to rely. It is expected that all schools, business owners and management will have familiarized themselves with governmental, health authority, and regulatory guidance prior to traveling again and implemented all relevant requirements. The Student & Youth Travel Association does not assume, and expressly disclaims, any legal or other liability for any inaccuracy, mistake, misstatement, or any other error of whatsoever nature contained herein. The information accessible in this document has been compiled from many sources that are not controlled by the Student & Youth Travel Association. While reasonable care has been taken in the compilation and publication of the contents of this document, the Student & Youth Travel Association makes no representations or warranties, whether express or implied, as to the accuracy or suitability of the information or materials contained in this document. The resources used to build this guide are U.S. based and although the information may carry over international, it is recommended to always check with your resources specific to your location and destination. The Student & Youth Travel Association shall not be liable, directly, or indirectly, to the user or any other third party for any damage resulting from the use of the information contained or implied in this document. By proceeding to use this document, you are accepting this disclaimer.

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The Group Booking Process

SYTA would like to explain and clarify the process of group travel booking, to help you better understand how and when your funds are spent.

First, we assure you we are staunch consumer advocates for you and your students. As the single point of contact for clients, tour operators work each day to streamline a complex process.

From the first call with a teacher or director inquiring about a student trip, the tour operator sets in motion a process of setting educational goals for the group, presenting travel options, checking availability, and making presentations to the school administrator, teacher, director, or parent booster group. Among the considerations that must be discussed and decided on from the start:

- What are the ages and experience of the group?
- What are the educational and skill-building goals?
- Are there specific performance venues, festivals or destinations you will consider?
- Are there special needs within the group of students?
- What are the budget parameters of the group, per student?

Once these basic questions are answered, the tour operator begins an intensive, time-consuming process of responding to these needs. They will be in touch with their vendors, which could include accommodations, restaurants, motorcoach companies and airlines, festivals and performance venues, theme parks and attractions, and tour guides and directors.

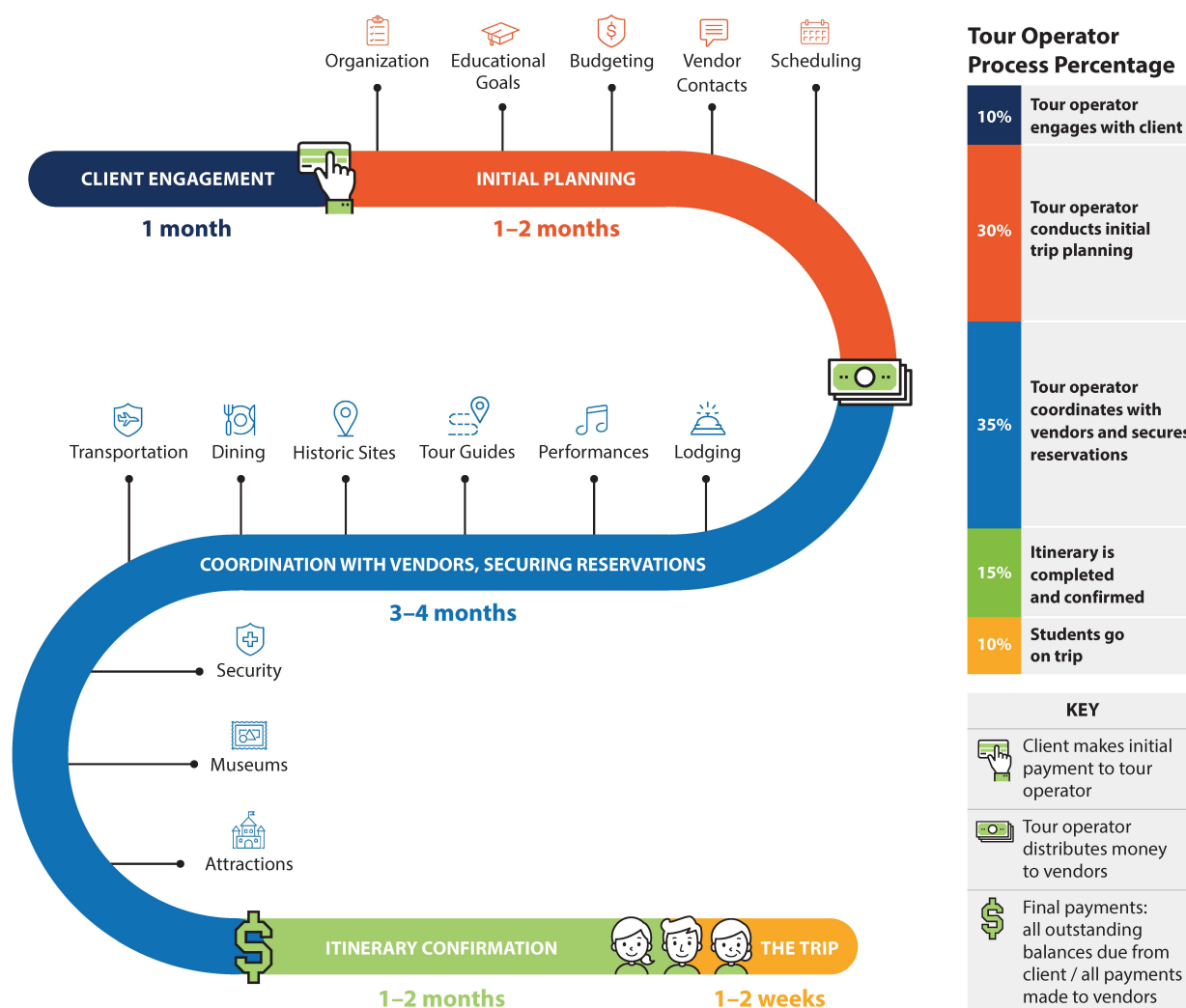
Reservations are usually made two to four months after the contract is signed with you, the client. The tour operator must then make deposits to hold to all contracts. These payments are typically made from the deposits required upfront but are sometimes paid by the tour operator in advance.

Just as securing your reservations and other bookings takes time, it takes time for tour operators to request refunds from vendors for any given trip. Each vendor has varying terms and conditions, depending on the contract, and tour operators could work with as many 20 or more vendors per trip. It is important to talk through cancellation and refund policies during the trip planning process.

DECISION TO DESTINATION: THE STUDENT TRAVEL PROCESS



Planning a student group trip can be complex, which is why tour operators are your partners—streamlining the planning and contracting process, collaborating with teachers and administrators to achieve trip educational goals, and ultimately providing students with life-changing opportunities and experiences. Student tour operators work behind the scene to ensure your trip is a success.*



For more information, visit www.SYTA.org/Travel-Tools

Follow Us:



*Disclaimer: The purpose of this graphic is to demonstrate an example of the student travel process and does not represent all travel booking experiences. Travel timing and scheduling may vary depending on the trip, but most payments are completed at least six weeks prior to the travel date.

Benefits of Working with a SYTA Member Tour Operator

The Student & Youth Travel Association is the premier organization for businesses dedicated to providing young people with life-enhancing travel experiences. SYTA sets the student travel industry standards to help students, parents, educators, performance leaders, and directors experience travel's social and educational value.

One of the greatest advantages to using a tour operator, rather than planning a student group trip on your own, is benefiting from the relationships tour operators have with various vendors, such as hotels and attractions. Tour operators cultivate these relationships over many years, through networking, conferences and meetings with associations such as SYTA. As a result, operators build volume over time. That means leverage in securing group rates, VIP access and tickets individuals would not be able to get on their own.

These relationships have proven their value during times of crisis—particularly the COVID-19 global emergency. As destinations and attractions closed and airlines canceled and reduced flights, tour operators have been able to take advantage of their vendor relationships to get faster, more accurate and better resolutions to problems.

It's important to note the majority of SYTA tour operator members are former educators, or their families have been in the travel business for years. Providing student travel is their sole focus. SYTA members are passionate about the impact travel and experiences have on youth and often travel with student groups to guide and provide expert assistance.

Members of SYTA are trusted professionals who use best practices through SYTA's advocacy, education, training and networking opportunities. They attend conferences, meet new vendors, and learn about new destinations, attractions, restaurants, and hotels to provide further customer options. They participate in conferences and virtual learning to improve their safety, crisis, and emergency response plans; they are equipped with the knowledge to lead and support your group during an emergency and provide critical support to youth and their families. They know where emergency and medical facilities are located, at all points along your travels.

We know students are going to be traveling again. SYTA members are here for you when that planning begins. The safety and well-being of our student travelers is our top priority.

In light of the ongoing COVID-19 pandemic, we are fully committed to providing continued safe guidance, expertise and travel assistance for you when you begin to schedule travel. We hope the information in these pages will help you as we all move forward together.

PRE-TRAVEL PLANNING:

Scenarios and Questions to Consider

Tour operators, teachers and group leaders should review specific guidelines for traveling during a pandemic—especially those provided by official resources such as local health departments and school boards. It is highly recommended to review the standard practices for when a student becomes ill on the road and sharing that information with parents in advance of the trip. SYTA recommends having a transparent discussion with your tour operator during pre-travel planning. It is suggested to consider the following:

Does your school have health and safety practices for travel that you should consider?

- **If yes:** Work with the tour operator to incorporate your school's health and safety practices with their policies. It is suggested to ensure state and destination-specific guidelines and restrictions are incorporated. Review this with the tour operator and get mutual acceptance of the policies and procedures.
- **If no:** Work with the tour operator on all necessary information to ensure you have agreed-upon, detailed policies and procedures for traveling safely.

It is suggested to review all health and safety guidelines and policies with all chaperones and ensure these are shared with the students at the beginning of the trip.

Will the school be providing a nurse during the tour?

- **If yes:** Define the role and functions the nurse will cover. Roles and functions might include temperature taking, screening a student who is not feeling well, monitoring a student who has a fever. Questions you may want to present to the tour operator might include:
 - *Who is responsible for taking a student to the hospital if the situation arises?*
 - *Is the nurse responsible for student's health only or also for the chaperone's health?*

Will pre-screening be required by the tour operator or the destination?

- **If yes:** Create detailed procedures indicating who will conduct the pre-screening, what information will be gathered, how the information will be managed, and what the result will be should someone not pass the pre-screening.
 - *It is suggested to create a list of what is and what is not being screened for.*
 - *Ensure you are treating everyone the same in what you are screening for. Do not discriminate.*
 - *It is suggested you communicate to your families that while you and the tour operator are taking every step possible to minimize the risk of a traveler contracting COVID-19, the risk cannot be fully eliminated.*
- **If no:** It is suggested to follow CDC guidelines and enforce social distancing when possible.

Continued... (Pre-Travel Planning: Scenarios and Questions to Consider)

Will your school be providing personal protective equipment (PPE) to tour participants, or will individual travelers be required to bring their own? Points to consider:

- Regardless of who provides PPE, it is suggested to determine who will manage and enforce usage.
- You may want to work with your tour operator to have pre-made packages of gloves, masks, et cetera that could be distributed daily. There should also be extra masks available, should a traveler need a new one. You may need up to three reusable masks per day per tour participant.
- **If you will not be providing PPE to tour participants:** Work with your tour operator to ensure there is a policy in place to guarantee individual travelers bring their own.



Wearing masks could cause sweating and may become an issue for travelers, especially if your destination is in a warm climate.

- Work with your tour operator to ensure additional water or water stops are available to help minimize the risk of heat exhaustion.

If medical waivers are part of your trip:

- Ensure they encompass situations that might arise due to COVID-19. It is suggested to review the waivers in depth.

Questions to review with your tour operator:

- Who will be responsible for caring for a sick tour participant?
- Who will contact the parents, school, et cetera should a tour participant become ill or need hospitalization?
- Who will be responsible for payments for transportation, hospitalization and testing, et cetera?

Know the symptoms of COVID-19.

- The CDC notes these symptoms may appear 2 – 14 days after exposure to the novel coronavirus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

PRE-TRAVEL PLANNING:

Operations and Guidelines – Hotels

The American Hotel and Lodging Association (AHLA) issued “Stay Safe” Guidelines that include social distancing measures such as remaining 6 feet apart, contactless check-in and self-parking options when possible, and keeping housekeepers out of occupied guest rooms unless specifically requested. Hand sanitizer stations and health and hygiene signage will be placed in high-traffic areas.

Traditional room service dining procedures will be replaced with no-contact delivery methods. Limited buffet service will be served by a worker in personal protective equipment, and sneeze and cough screens will be present at all food displays. Employees will keep a physical distance from each other in dining rooms and other shared spaces. Front desk workers will use every other station.

Cleaning protocols will be increased, especially for high-touch communal areas such as elevators, vending machines, and gym equipment, and for high-touch guest room items such as remote controls, light switches, and water faucet handles.

As guidelines continue to evolve, it is important that the tour operator and leader remain informed and updated on each hotel's individual policies. Points to consider when working with hotels:

- **Request additional rooms** in case a traveler becomes ill and needs to isolate.
- **Ensure contactless** breakfast with buffet or cafeteria-style service served by a hotel staff member or prepared to-go boxes.
- **Travelers should remain on the bus** while keys are distributed.
- **Inform travelers that they will need to clean their own rooms and bathrooms** as housekeeping will not enter rooms unless specifically requested.
- **With your tour operator, develop a luggage and equipment handling procedure** to ensure minimal handling of tour participants' luggage.

PRE-TRAVEL PLANNING:

Operations and Guidelines – Transportation

MOTORCOACHES

The American Bus Association (ABA) issued guidelines that include best practices and protocols for the motorcoach industry, for traveling safely again.

As guidelines are continuing to evolve, it is important to remain informed and updated on motorcoach policies. Points to consider asking your tour operator about motorcoach company usage during your trip:

- **What safety precautions is the driver required to abide by, to limit contact?**
- **What are the luggage handling procedures?**
- **What is the daily cleaning schedule?**
- **How will loading and unloading occur?** ABA suggests loading from the back of bus to the front and unloading from the front to the back, so travelers do not have to pass others.
- **Will they be able to continue with full motorcoach capacity or will they have to limit the number of passengers** per motorcoach and hire additional coaches?
- **Some suggestions from ABA:**
 - *Institute assigned seating for the length of the trip, so tour participants are always in same seat.*
 - *Keep a detailed manifest of all people who are on the motorcoach, whether for a day or for the entire trip, to assist with tracing if needed.*

ABA has provided motorcoach companies with two suggested cleaning schedules. One is a 10-point critical-touch cleaning, multiple times daily. The procedure requires the motorcoach driver to disinfect the top 10 critical touchpoints on the motorcoach, several times per day. The second is a critical 32-point sanitization procedure. This procedure requires the driver to disinfect 32 critical touchpoints, including fogging machines, once a day. Detailed descriptions of both cleaning procedures are found in the American Bus Association Post-COVID Guide, via a link at the end of this guide.

Continued... (Pre-Travel Planning: Operational Guidelines – Transportation)

AIRLINES/AIRPORTS

The International Air Transport Association (IATA) issued guidelines that include mock training for all cabin crew members, relating to health and safety to mitigate the spread of germs during COVID-19. IATA recommends cabin crew members and travelers wear masks/face coverings during travel. Increased cleaning and sanitization protocols are implemented along with physical distancing for boarding and disembarkation. Depending on the airline, travelers may expect some physical distancing while aboard the aircraft as well. Airlines are taking extra precautions to keep cabin crew healthy, including reserving one lavatory for cabin crew members only and limited contact between crew members and travelers.

Airports have taken precautions that similarly include increased cleaning and sanitation protocols, social distancing enforced with signage, and the requirement for both travelers and employees to wear masks/face coverings. Sneeze guards and contactless TSA and boarding checks are being enforced to limit contact between individuals.

Points to consider if your group is flying:

- **Inform travelers they will likely be required to wear masks/face coverings in the airport and in flight.** Each airline has different requirements. Check with your specific airline.
- **Check if the outbound airport and airline carrier is conducting temperature checks** and inform your travelers accordingly.
- **TSA currently allows each traveler to carry up to 12 ounces of hand sanitizer in their carry-on bag.**
- **Arrive at your gate earlier than usual.** Some airlines may take your temperature and not allow you to board if they believe you have a fever. Hurrying to your gate or rushing groups through the airport is stressful and can raise your internal temperature, making it appear you are running a temperature.
- **Suggest to your travelers that they bring an empty water bottle** through security and then fill it once they have cleared the area. This ensures they have water and limits the need to buy it or drink water served by flight attendants.
- **TSA suggests travelers bring their own food.** Keep in mind: Carry-on food should be carried in a clear plastic bag or container and should be pulled out while going through security, as it can cause an alarm during x-ray screening.

Continued... (Pre-Travel Planning: Operational Guidelines – Transportation)

PUBLIC TRANSPORTATION

Guidelines for public transportation vary depending on the type of transportation and location. It is important to stay updated on individual guidelines for whichever transportation your group plans to use. Generally, guidelines include increased cleaning and sanitation protocols, employees and passengers using masks/face coverings, station announcements reminding riders of precautions, additional signage, and floor markings.

Points your tour operator may consider if your group is using public transportation:

- **Checking schedules and plan alternate routes.**
- **Having the group travel during less busy times** that do not fall within rush hours.
- **Encouraging your travelers to wear masks/face coverings** regardless of individual public transportation requirements.
- **Emphasizing the importance of social distancing** when boarding and disembarking.
- **Continually checking the website** of the specific transportation your group will be using, to ensure you have the most up-to-date information.

PRE-TRAVEL PLANNING:

Operation and Guidelines – Attractions

The Global Association for the Attractions Industry (IAAPA) issued guidelines that include allowing all healthy people to enjoy attractions and encouraging both staff and guests to use masks/face coverings. Attractions will be providing means to frequently wash/sanitize hands and will reduce touch areas wherever possible. High-touch point areas will be frequently sanitized. Guidelines will vary by region and attraction but may include physical distancing in queues and inside facilities, adhering to signage and floor markings, and requiring masks/face coverings. Many attractions may be operating at a reduced capacity, to manage the density of people within their facilities while keeping groups and family units together.

Employees will be trained on how to prevent the spread of germs and will be protected by various approaches, among them physical barriers, protective coverings, and distancing. Attractions will have a plan to screen employees and guests prior to entry; this may include a temperature check. They will have a plan for if a guest or employee becomes ill on-site, which may include isolation and/or denial of entry.

Points your tour operator will be considering when working with attractions:

- **Reserving tickets for attractions while entering and exiting in smaller groups**, with a designated adult/chaperone.
- **Designating multiple meeting points for larger groups** when inside the attraction, if relevant, to avoid crowding.
- **Developing a plan for when a traveler must isolate** and/or is denied entry to an attraction.
 - *Designate adults/chaperones who will stay with the student.*
 - *If denied entry and with no isolation area, know where you will take the student—back to the bus, taxi/public transportation to the hotel, local walk-in clinic, et cetera.*
- **Each attraction has its own guidelines and policies.** Review them regularly and provide this information to your group leaders.
- **Developing alternate itinerary plans**, should an attraction limit capacity when your group arrives.

PRE-TRAVEL PLANNING:

Operations and Guidelines – Restaurants

The National Restaurant Association issued guidelines that include social distancing measures such as updating floor plans with tables remaining 6 feet apart, limiting party sizes and capacity, installing physical barriers, and limiting congregating in waiting areas.

Guidelines will vary by region and restaurant but may include prohibiting sick employees in the workplace, practicing strict handwashing, increasing cleaning and sanitation of all surfaces, and requiring masks/face coverings. Many restaurants will install contactless hand sanitizing stations for guests and post signage and floor markings to ensure safety.

Points your tour operator will be considering when working with restaurants:

- **Requesting a private dining space** for your groups or outdoor space if weather permits.
- **Understanding policies regarding maximum group size.** You may have to split your group into multiple tables.
- **If using a buffet or cafeteria-style service,** ensuring a worker is serving all students and others in your group, to limit touch between travelers.
- **Serving boxed or to-go meals.** This may be a good alternative to eating inside. Nearby grassy areas are great alternatives to eating inside and allow groups to socially distance themselves.
- **Procedures for allergies and special menu needs** are always followed and strictly adhered to.

PRE-TRAVEL PLANNING:

Recommendations for Schools

Communication and transparency between schools/group leaders and tour operator regarding health and safety is more imperative than ever during this time. It is important for schools/groups to understand there is a shared responsibility to mitigate the spread of germs and ensure a safe environment, as much as possible, while on tour.

Recommendations for schools:

- **Discuss travel insurance options with your tour operator.**
- **Have your school nurse accompany the group** while traveling or hire an outside nurse.
- **Add additional chaperones**, in case a student or chaperone becomes ill while traveling.
- **Communicate your school and district travel requirements** to your tour operator.
- **Prior to departure, communicate expectations to travelers regarding the importance of health and safety guidelines**, such as masks/face coverings, social distancing, and frequent hand washing and sanitizing. Stress the importance of being flexible and following directions.
- **Prior to departure, conduct a health screening** for all travelers.
- **Bring additional personal protective equipment** with your group in case a traveler forgets or misplaces their PPE.
- **Bring a marker to label masks**, if needed.
- **Create plans for these scenarios:**
 - *Daily health screening for all travelers while on tour*
 - *A student or chaperone becomes ill during travels. Next steps include contacting parents/guardians, isolating the student, transportation, who stays with the student.*
 - *A student or chaperone is denied entry to an attraction due to a high temperature. Next steps include who will stay with the student, transportation, where the person be taken.*
 - *A group of students becomes ill during your travels. Next steps include contacting parents/guardians, isolating the students, transportation, who will stay with these students.*

DURING TRAVEL:

Scenarios and Questions to Consider

Questions and scenarios, you should take into consideration:

If a student becomes sick during travel, does the tour operator and your school have a policy and procedure in place to manage the situation?

- **If yes:** Work with the tour operator to ensure leaders on the trip have been trained on this procedure and have the proper materials to effectively handle a student who may be sick with COVID-19.
- **If no:** Prior to the trip starting, work with the tour operator to develop a policy and procedure on how to manage a student who may be sick with COVID-19.
- In your policy and procedures, address what the procedure will be if multiple tour participants become sick.



How will you manage if a chaperone, tour director or bus driver becomes ill while on tour?

How will you ensure sanitation procedures are enforced during the trip?

- **Tip:** Ask if hand sanitizer can be provided at the front of the motorcoach, for all tour participants to use when they load and unload.

How will communication to families be handled while on tour?

CDC Guidelines

It is important to all involved with planning a trip to familiarize themselves with CDC Guidelines on how to mitigate the spread of the novel coronavirus, COVID-19. Below are CDC Guidelines on how the virus spreads and ways for individuals to protect themselves from the virus.

Wash Your Hands Often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
 - **Remember:** People without symptoms may be able to spread the virus.
 - Stay **at least 6 feet—about 2 arms' length—from other people.**
 - Keeping distance from others is especially important for **people who are at higher risk of getting very sick.**

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a **cloth face cover** when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - *Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.*
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Continued... (CDC Guidelines)

Cover Coughs and Sneezes

- If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

- Clean AND disinfect **frequently touched surfaces** daily: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.
- If surfaces are dirty, clean them. If possible, use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common **EPA-registered household disinfectants** will work.

Monitor Your Health

- Be alert. Watch for fever, cough, shortness of breath, or **other COVID-19 symptoms**.
 - This is especially important if you are **running essential errands**, going into the office or workplace, and in settings where it may be difficult to keep a **physical distance of 6 feet**.
- Take your temperature if symptoms develop.
 - Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, such as acetaminophen.
- Follow **CDC guidance** if symptoms develop.

School and Group Leader Responsibilities

BEFORE TRAVEL SUGGESTIONS

- During the trip planning process, schools and groups should communicate to the tour operator any health and safety guidelines being implemented at their school or for travel.
- The school and group should strongly consider adding traveler cancellation insurance when planning your tour.
- Schools and groups should verify all travelers are healthy prior to your tour. This could include advanced COVID-19 testing, health questionnaires, temperatures checks, et cetera.
- Schools and groups should remind all travelers:
 - *Do not travel if you are ill or if you have been around someone with COVID-19 in the past 14 days.*
 - *Bring masks.*
 - *Bring hand sanitizer that is at least 60% alcohol based.*

DURING TRAVEL SUGGESTIONS

- Group leaders should encourage travelers to follow all health and safety guidelines:
 - *Avoid touching eyes, mouth, and nose.*
 - *Wash their hands with soap and water frequently, for 20 seconds.*
 - *Use hand sanitizer when washing hands is not possible.*
 - *Cover coughs and sneezes.*
 - *Wear a mask when required.*
 - *Monitor their own health and notify you of any symptoms.*
- Group leaders should inform the tour manager/director if a traveler becomes ill while on tour. Once you have determined the next steps, your tour manager/director and tour operator should assist with arrangements.
- If a concern arises: Group leaders should immediately inform the tour manager/director, so the situation can be addressed.

POST-TRAVEL SUGGESTIONS

- Monitor your students and chaperones to ensure they stay healthy. If they show symptoms of COVID-19, it is recommended they get tested immediately and communication to the tour operator is done right away.
- If you or any of the tour participants have suggestions for improvement for future trips, it is important to share them with the tour operator. Things that went well and worked well are also important to share with the tour operator.

Continued... (School and Group Leader Responsibilities)

IF THE STUDENT SHOWS SIGNS OF HAVING A FEVER OR COLD

The student should be separated from the group, with a teacher or chaperone, until proper medical treatment may be determined. A teacher or chaperone should confirm the parents were notified and gave their permission to take the student to a medical facility. The teachers and chaperones should designate who will stay with the student at the medical facility during treatment. The rest of the group will likely continue with the planned itinerary while the student receives treatment.

It is important to communicate the situation with the other students, to avoid stigma or isolation of the ill student. Once treatment has concluded, provide details to the teacher or chaperone who stayed with the ill student on how and when they can reunite with the rest of their tour group. If a student needs to miss an activity due to illness or injury, one teacher or chaperone must stay behind to address the student's needs.

IF IT IS AN EMERGENCY

The teachers and chaperones will contact emergency medical services (EMS) to start the medical transport, then contact the parents. A teacher or chaperone should stay with the student throughout the experience. It is important to call the parents on a regular basis, to provide updates from the doctor and to allow the student to talk with the parents; every two hours is a good guide, unless other timing was determined with the parents. The teacher and parents will determine if the student will return home. The tour operator, working with the parents, will help facilitate the return of the student. The parents are responsible for the cost of the medical treatment and the travel expenses home.

Travel safety and risk management resources are available at SYTA.org in the Safety Resource Center: <https://syta.org/tag/student-travel/>

WHAT TO DO IF A STUDENT BECOMES SICK WHILE ON A TRIP.*

Student displays signs of infectious illness consistent with COVID-19.

Chaperone or tour guide isolate the student and contact tour operator to determine if the student needs to return home or seek medical attention. The adult who stays with the student is now the COVID-19 POC (point of contact).

NOTE: *If multiple students are displaying symptoms and must be placed in the same isolation room/area, ensure mask use and that they maintain at least six feet of distance between them.*

The COVID-19 POC notifies parents, guardians, or caregivers of ill students and instructs them to either come pick up their child or that you are taking them to seek medical attention. ***Regular contact with the parents should happen even if there are no updates. IE: every hour no matter if there is an update or not.***

If the student(s) is tested for COVID-19 at a medical facility and tests negative, then the student can return to the tour.

STUDENT POSITIVE COVID-19 TEST RESULT.

If the student(s) is tested for COVID-19 and tests positive, parents must be contacted immediately. The COVID-19 POC must determine the list of people for contact tracing and work with the tour operator to contact those people.

The COVID-19 POC must work with the tour operator to determine the best course of isolation. This may include parents or guardians coming to pick up their child or quarantining the student in a hotel room.

Those that have been in direct contact with the student who tested positive for COVID-19, should consult a healthcare provider to determine if testing is needed and their parents/guardians contacted.

Any student or adult who is feeling any sort of symptoms should isolate and determine next steps with the help of the tour operator.

CONTRIBUTING RESOURCES

The Global Association for the Attractions Industry | IAAPA

https://www.iaapa.org/sites/default/files/2020-06/IAAPA_COVID-19_ReopeningGuidance_rev1_final.pdf

American Camp Association Field Guide | ACA

<https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag>

American Hotel & Lodging Association | AHLA

<https://www.ahla.com/sites/default/files/SafeStayGuidelines061220.pdf>

American Bus Association | ABA

<https://www.busesmoveamerica.com/re-opening-recommendations/the-motorcoach-industrys-sample-policies-for-post-pandemic-cleanliness-and-safety-protocols/>

https://www.buses.org/assets/images/uploads/pdf/Taskforce_1_Pagers_FINAL.pdf

https://www.buses.org/assets/images/uploads/pdf/The_Motorcoach_Industry_Recommendations_on_Post-COVID_Travel.pdf

National Restaurant Association

<https://restaurant.org/manage-my-restaurant/business-operations/covid19/recovery>

The International Air Transport Association | IATA

<https://www.iata.org/contentassets/df216feeb8bb4d52a3e16befe9671033/iata-guidance-cabin-operations-during-post-pandemic.pdf>

Million Mile Secrets article

<https://millionmilesecrets.com/guides/is-it-safe-to-fly-coronavirus/>

Center for Disease Control: | CDC

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>