

MESSAGE TO ALL EA STUDENTS IN EUROPE (Excludes Croatia, Ireland, Italy, and the United Kingdom)

From: GP-Covid19_Resp

Sent: Thursday, March 12, 2020 2:14 PM

To: GP-Covid19_Resp <GP-Covid19_Resp@psu.edu>

Subject: Penn State Students in Europe: Updated Program Information

Importance: High

Dear Student,

In response to the Centers for Disease Control and Prevention Warning Level 3 travel notice for Europe and in the interest of the health and safety of our students, Penn State is officially canceling all education abroad programming in continental Europe this spring semester and directing our students to immediately return home to their permanent address. We know this is difficult news and disruptive to your plans. Please know that Penn State is here to support you.

On March 11, the U.S. government issued a Presidential Proclamation regarding travel from Europe to the United States and the CDC issued a coronavirus [travel notice for Europe](#) at a Level 3 (Avoid Nonessential Travel). Additionally, the U.S. Department of State issued a [Global Health Advisory](#) related to coronavirus at a level 3 (Reconsider Travel).

Please follow these steps:

1. Make arrangements to return home **as soon as possible**. As other universities and travelers react to these developments, travel arrangements will be harder to book the longer you wait. We encourage students needing assistance making arrangements please contact United Healthcare Global at +1 (410) 453-6330 for assistance in booking a flight.
2. Complete this [online form notifying Penn State of your travel itinerary](#) and confirming your contact information while you are still abroad.
3. Alert your on-site program provider's staff or host institution of your departure and defer to your program provider's instructions regarding continuation of academics from a remote setting.
4. Please notify your Penn State Education Abroad adviser when you return home.
5. You should follow Penn State's requirements for [those who are returning from CDC "Level 3" countries](#).

Important for you to know:

- We are working with your program provider and administrators on campus to minimize this disruption to your academic plan as much as possible.
- Because your program is being canceled by Penn State, we will work with you to mitigate the costs associated with rebooking your flight home. Please track and retain all documentation

associated with your change in travel plans. Instructions and an online form to complete for reimbursement of your international travel back to your home country, or United States, will follow.

- The University has suspended all in-person classes and advised students to return to, or remain at, their homes. Thus, you should not return to campus at this time. Further, a 14-day self-quarantine period is required from travelers coming from, or traveling through, a CDC Level 3 country.

Students who refuse to comply with this directive are subject to the following conditions:

- The student understands that they have been directed to depart Europe and return home as soon as possible. Students are asked to notify Penn State of their travel intentions on or before March 20, 2020. Students remaining abroad after this date shall be considered as undertaking personal travel. Personal travel is taken at the expense and risk of the student;
- Students who make an independent decision to travel at their own risk and return later will do so without support from Penn State and will return to their home at their own expense;
- UnitedHealthcare Global international student health insurance will not be continued for individual student personal travel; students undertaking personal travel should make arrangements for their own coverage;
- Students undertaking personal travel are encouraged to report personal travel to tsn@psu.edu. This will allow them to receive travel alerts from Penn State.
- All students are reminded that the COVID-19 outbreak situation is evolving quickly and circumstances affecting travel could change rapidly without warning;
- All students should ensure that their contact details (phone and email) are up to date and that they check for communications from Penn State regularly.

The health and safety of all our students is the University's top priority, and these actions are being taken with your well-being in mind. Please know that we are here to support you. If you have questions or concerns, please contact GP-COVID19_resp@psu.edu.

Global Programs

The Pennsylvania State University

Boucke Building

University Park, PA 16802 USA

MESSAGE TO EA STUDENTS IN THE IRELAND AND UNITED KINGDOM

From: GP-Covid19_Resp <GP-Covid19_Resp@psu.edu>

Sent: Thursday, March 12, 2020 2:22 PM

Subject: Penn State Students in UK and Ireland: Updated Program Information

Importance: High

Dear Student,

In response to the Centers for Disease Control and Prevention Warning Level 3 travel notice for Europe and in the interest of the health and safety of our students, Penn State is strongly encouraging all spring education abroad students in the United Kingdom and Republic of Ireland -- even though those two countries remain at CDC Level 2 -- to strongly consider returning home. We know this is difficult news and disruptive to your plans. Please know that Penn State is here to support you.

On March 11, the U.S. government issued a Presidential Proclamation regarding travel from Europe to the United States and the CDC issued a coronavirus [travel notice for Europe](#) at a Level 3 (Avoid Nonessential Travel). Additionally, the U.S. Department of State issued a [Global Health Advisory](#) related to coronavirus at a level 3 (Reconsider Travel). Students currently studying abroad in the U.K. and Ireland are strongly encouraged to consider returning home; however, they may choose to continue with their spring 2020 semester if their program remains open. Therefore, students have three options:

- (1) Students whose program offers the ability for remote completion of coursework are strongly encouraged to leave their program, return to their home with Penn State support, and complete their coursework for the semester.
- (2) Students for whom remote completion of their coursework is not currently an option, but who do not feel comfortable completing their program on-site, will be supported by Penn State in returning home, while potential options for course completion are explored both with your program provider as well as with Penn State.
- (3) Students may continue to stay on their Education Abroad program on-site if they so choose.

All students returning home should follow Penn State's requirements for [those who are returning from CDC "Level 3" countries](#).

OPTION 1: Return Home and Complete Coursework Remotely

Many, but not all, providers and partner institutions are offering the option to complete coursework online and return home. Students should contact the local onsite staff of their program to understand how and if coursework will be available online. To take advantage of this option, students should read the information below and follow the instructions to make preparations to return home:

- **Return Flights:** Students should make individual arrangements to return home. Once made, they must [fill out this online survey](#) with the return flight information. If a

student is unable to make their own arrangements they should contact United Healthcare Global at +1 (410) 453-6330 for assistance in booking a flight.

- **Reimbursement:** Penn State is not requiring all students to take advantage of this option; therefore, this is an individual decision, however we will work with each student to mitigate the costs associated with rebooking their flight home. Please track and retain all documentation associated with this change to your international flight itinerary. Any reimbursement for housing or other expenses related to the education abroad program would be determined by the program provider.
- **Academics:** Students must be in contact with their study abroad program provider or partner institution to understand the structure and timing of online courses.
 - Students must continue the full course-load of their program; however, some courses may not be available in an online format (i.e. internships, courses at partner universities). It is up to each student to work with the faculty and on-site staff to determine the feasibility of taking coursework online. Students must make sure not to drop below 12 U.S./Penn State credits. If a student believes that due to course availability, they will drop below 12 credits they should notify their education abroad adviser as soon as possible. Students can be in touch with their academic adviser to discuss any changes to coursework.
 - Timing of online courses is up to the individual faculty and program provider. Online classes may adhere to the local time and schedule which may make it inconvenient to take while in the student's home country.
 - Some online coursework may require that students access the materials through specific computer programs and devices (i.e. may not be available in a mobile phone format). Each student should determine the necessary resources needed to complete online coursework with individual faculty and the program provider.
- **Insurance:** Once the student has left their host country to return home, the Penn State international insurance through UnitedHealthcare Global will be terminated. All students returning to the United States from a study abroad program are eligible to enroll in the Penn State student health insurance plan (SHIP) as a qualifying life event (QLE). Students have 31 days from the date of their return to their home country to reach out to the Student Health Insurance office to enroll from the date of return through to the end of the policy period. The Student Health Insurance office will provide students that reach out to them with the form to enroll and the amount of premium that would be due. Please contact Student Health Insurance at 814-865-7467 or UHS-insurance@psu.edu.
- **International students:** Students with F or J status are asked to communicate directly with Masume Assaf, director of International Student and Scholars Services prior to making a decision whether or not to complete their program coursework remotely. Please reach out to Ms. Assaf directly at mx3@psu.edu.

- **Remaining healthy upon return:** If a student is returning from an area where the coronavirus is prevalent, we ask that they please follow University Health Services guidelines on self-quarantine, outlined in the attached document.

OPTION 2: Return home without remote course completion

If online coursework is not available on a student's study abroad program, they have the option to return home. While we cannot guarantee that students who choose this option will be able to complete their coursework already begun for the semester, Penn State is actively exploring alternative options for completion of a full-time load. Global Programs will communicate options to students once they become available. Students should follow the instructions below if they would like to return home without the option of online coursework:

- **Notify the program:** Students should contact their program's onsite staff to notify them of their decision to return home.
- **Return Flights:** Students should make individual arrangements to return home. Once made, they must [fill out this online survey](#) with the return flight information. If a student is unable to make their own arrangements they should contact United Healthcare Global at +1 (410) 453-6330 for assistance in booking a flight.
- **Reimbursement:** Penn State is not requiring all students to take advantage of this option; therefore, this is an individual decision, however we will work with each student to mitigate the costs associated with rebooking their flight home. Please track and retain all documentation associated with this change to your international flight itinerary. Any reimbursement for housing or other expenses related to the education abroad program would be determined by the program provider.
- **Insurance:** Once the student has left their host country to return home, the Penn State international insurance through UnitedHealthcare Global will be terminated. All students returning to the United States from a study abroad program are eligible to enroll in the Penn State student health insurance plan (SHIP) as a qualifying life event (QLE). Students have 31 days from the date of their return to their home country to reach out to the Student Health Insurance office to enroll from the date of return through to the end of the policy period. The Student Health Insurance office will provide students that reach out to them with the form to enroll and the amount of premium that would be due. Please contact Student Health Insurance at 814-865-7467 or UHS-insurance@psu.edu.
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- **Remaining healthy upon return:** If a student is returning from an area where the coronavirus is prevalent, we ask that they please follow University Health Services guidelines on self-quarantine, outlined in the attached document.

OPTION 3: Remain and Complete Coursework On-site

- Students studying on Education Abroad programs or at host institutions that continue normal operations may choose to remain on-site to complete their program.
- Students who feel comfortable remaining in their host community abroad will not be forced by Penn State to undertake international travel at this time. These students are strongly encouraged to follow personal hygiene and social distancing guidelines from the CDC.
- Students should confirm that they are planning to stay onsite in writing by email to their [education abroad adviser](#).

Please know that we are here to support you. If you have questions or concerns, please contact GP-COVID19_resp@psu.edu.

Global Programs
The Pennsylvania State University
Boucke Building
University Park, PA 16802 USA

MESSAGE TO ALL EA STUDENTS NOT IN EUROPE, IRELAND OR THE UNITED KINGDOM (Excludes China and South Korea)

From: GP-Covid19_Resp

Sent: Thursday, March 12, 2020 3:57 PM

To: GP-Covid19_Resp <GP-Covid19_Resp@psu.edu>

Subject: Penn State Students Abroad: Updated Program Information

Importance: High

Dear Student,

Penn State has officially suspended all upcoming University-Affiliated domestic air and international travel until April 20. In response to this University decision, the Education Abroad Office will work with you to mitigate against course disruptions that may impact your academic plan and have listed the following options for your consideration. These options are being made available in coordination with program providers and in consideration of students' personal risk tolerance.

In addition, on March 11, the U.S. government issued a Presidential Proclamation regarding travel from Europe to the United States and the U.S. Centers for Disease Control and Prevention (CDC) issued a coronavirus [travel notice for Europe](#) at a Level 2 (Practice Enhanced Precautions) Additionally, the U.S. Department of State issued a [Global Health Advisory](#) related to coronavirus at a level 3 (Reconsider Travel).

Penn State strives to support students as they consider next steps in their Education Abroad journey. In light of the constantly evolving global landscape amid the COVID-19 outbreak, we believe it's best to present options for students that are in line with Penn State's recent travel announcement while allowing individual students and their families to make decisions in keeping with their personal health and well-being. Students are asked to notify Education Abroad of their decision as soon as possible and preferably by 5:00pm (EST) on March 20, 2020.

Students currently studying abroad may choose to continue with their spring 2020 semester through one of three options:

- (1) Students may continue to stay on their Education Abroad program on-site if the program continues to run.
- (2) Students who's program offers the ability for remote completion of coursework may elect to leave their program, return to their home with Penn State support, and complete their coursework for the semester.
- (3) Students for whom remote completion of their coursework is not currently an option, but who do not feel comfortable completing their program on-site, will be supported by Penn State in returning home, while potential options for course completion are explored.

Please note that the University is recommending travelers currently abroad to limit all personal travel outside of their current host city/location. Additionally, if you remain in your current location please consider the following:

- Continue to adhere to official local guidance which may change with little to no warning
- Closely monitor U.S. travel guidance from the [The U.S. Department of State](#), [World Health Organization](#), [The Centers for Disease Control](#), and [United HealthCare Global World Watch Intelligence Database \(requires PSU login\)](#)
- Expect and prepare for travel disruptions should your decision to remain in place change

All students returning home should follow Penn State's requirements [for those who are returning from CDC "Level 3" and "Level 2" countries](#).

OPTION 1: Remain and Complete Coursework On-site

- Students studying on Education Abroad programs or at host institutions that continue normal operations may choose to remain on-site to complete their program.
- Students who feel comfortable remaining in their host community abroad will not be forced by Penn State to undertake international travel at this time. These students are strongly encouraged to follow personal hygiene and social distancing guidelines from the CDC.
- Students are reminded that circumstances change with little to no warning, including locally imposed restrictions on travel and activities, transportation options, as well as healthcare system capacity.
- Students should confirm that they are planning to stay onsite in writing by email to their [education abroad adviser](#).

OPTION 2: Return Home and Complete Coursework Remotely

Many, but not all, providers and partner institutions are offering the option to complete coursework online and return home. Students should contact the local onsite staff of their program to understand how and if coursework will be available online. To take advantage of this option, students should read the information below and follow the instructions to make preparations to return home:

- **Return Flights:** Students should make individual arrangements to return home. Once made, they must [fill out this online survey](#) with the return flight information. Students who have difficulty making their own arrangements should contact United Healthcare Global at +1 (410) 453-6330 for assistance in booking a flight.
- **Reimbursement:** Penn State is not requiring all students to take advantage of this option; therefore, this is an individual decision, however we will work with each student to mitigate the costs associated with rebooking their flight home. Please track and retain all documentation associated with this change to your international flight itinerary. Any reimbursement for housing or other expenses related to the education abroad program would be determined by the program provider.
- **Academics:** Students must be in contact with their study abroad program provider or partner institution to understand the structure and timing of online courses.

- Students must continue the full course-load of their program; however, some courses may not be available in an online format (i.e. internships, courses at partner universities). It is up to each student to work with the faculty and on-site staff to determine the feasibility of taking coursework online. Students must make sure not to drop below 12 U.S./Penn State credits. If a student believes that due to course availability, they will drop below 12 credits they should notify their education abroad adviser as soon as possible. Students can be in touch with their academic adviser to discuss any changes to coursework.
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- **Insurance:** Once the student has left their host country to return home, the Penn State international insurance through UnitedHealthcare Global will be terminated. All students returning to the United States from a study abroad program are eligible to enroll in the Penn State student health insurance plan (SHIP) as a qualifying life event (QLE). Students have 31 days from the date of their return to their home country to reach out to the Student Health Insurance office to enroll from the date of return through to the end of the policy period. The Student Health Insurance office will provide students that reach out to them with the form to enroll and the amount of premium that would be due. Please contact Student Health Insurance at 814-865-7467 or UHS-insurance@psu.edu.
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