



TO: SMPH Faculty, Staff, and Students

FROM: Robert N. Golden, MD
Dean, School of Medicine and Public Health

DATE: August 1, 2022

RE: SMPH Policies for Global Health Activities

It is time for an annual reminder regarding campus policies that are designed to provide protection for School of Medicine and Public Health (SMPH) faculty, staff, and students who engage in global health activities.

UW-Madison and the Health Sciences schools have adopted a series of policies to:

- protect the personal well-being of our UW community, our partners, and their communities;
- provide the full protection of university insurance and other benefits during stays abroad;
- guide staff in preparing for the complexities of such travel; and
- assure that global efforts are of maximum value to all involved.

Global health activities may include any of the following when performed outside of our country:

- teaching;
- leading or participating in clinical outreach or service programs;
- supervising UW students and/or graduate medical trainees;
- presenting at a scientific meeting; and
- participation in a research project.

As a general rule, State of Wisconsin employees acting within the scope of their employment or responsibilities are covered for liability protection through the State of Wisconsin Self-Funded Liability Plan. UW-Madison SMPH employees or students who travel without fulfilling all of the requirements for international travel may not be eligible for university insurance and other protections.

Any UW-Madison SMPH faculty or staff member contemplating a global health activity, including clinical activities that will take place outside the United States, must obtain a written letter (electronic communication is acceptable) from their chair or dean that:

- a) Certifies its relevance to the teaching, service, or research mission of the university.
- b) Includes the date, duration, location, and nature of the activity.
- c) Confirms that the faculty/staff member has been granted paid work time (not vacation) for this purpose.
- d) Indicates if it is part of a larger UW-Madison global health activity and elaborate on this relationship.

These letters should be kept on file in the faculty member's departmental human resources office personnel files. If the dean, chair, or the faculty or staff member have any questions about the liability protection provided by the State, they can contact the UW Madison Office of Legal Affairs at (608) 263-7400 and ask for the health attorney on call.

All UW students (including *all* graduate and undergraduate programs) are precluded under the UW International Travel Policy to travel on university-affiliated activities to locations that are under a current U.S. Department of State Level 3 or Level 4 advisory, a CDC Travel Health Notice Level 3, and/or a CDC COVID-19 Travel Health Notice Level 4 or “unknown” characterization; or those locations additionally identified by the Provost, upon recommendation by the University International Travel Committee, as representing significant health or safety risks for the university’s travelers.

Students (and programs) are permitted to submit Travel Warning Waiver requests. These requests are processed through the SMPH Office of Global Health and reviewed by the SMPH Travel Safety Review Committee for approval, prior to being referred to the campus for review by the UITC. Information and related forms are here: <https://internationaltravel.wisc.edu/travel-warning-waiver-request/>

UW faculty and staff do not have similar prohibitions, but nonetheless are strongly encouraged to follow DOS & CDC advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
<https://wwwnc.cdc.gov/travel/notices>

The current SMPH policies appear at <https://ogh.med.wisc.edu/policies/>. These policies have been developed in collaboration with the UW-Madison International Division, and more information is available at <https://internationaltravel.wisc.edu/travel-policy/>.

UW Health Graduate Medical Trainees (both residents and fellows) are managed by a separate process. Those who wish to incorporate a Global Health elective into their training must submit an application for a Global Health rotation to the UW Health Graduate Medical Education Office. This must be completed by the fellow and signed-off on by the Program Director. Residents must have completed at least their first year of training and be in good academic standing. Inquiries should be directed to: GlobalHealth@UWHealth.org

The SMPH Office of Global Health is a valuable source of information for global health activities. They can be reached at 608-262-3862 or smphglobalhealth@hslc.wisc.edu and have offices at HSLC 1191E & 1191F.

Questions can be directed to Dr. James Conway, Professor of Pediatrics and Director of the SMPH Office of Global Health.