Going on a Field Trip?
The University of North Dakota purchases insurance for students while on a trip sponsored by the University. This policy covers full-time and part-time University of North Dakota students for Accident Medical Expense - Maximum benefit is $1,000 per person, and Accidental Death and Dismemberment-Principal sum is $10,000. Premium costs are funded by the Vice President for Finance and Operations Office. Only students listed on a submitted field trip form will be scheduled for this described insurance coverage. The insurance policy covers injury resulting from an accident, which occurs while the student is participating in the covered trip. Some exclusions apply. For example, there is no coverage for field trips that involve high risk activities including, but not limited to, canoeing, rafting, or skiing, or while on a flight. Illness is also not covered. For each field trip, the form and waivers must be completed prior to departure. The form and waivers can be found at: https://campus.und.edu/safety/resources/forms.html#d35e89-8.

Do you have a Designated Medical Provider (DMP) on file?
UND participates in the Workforce Safety and Insurance (WSI) Risk Management Program. This allows the Risk Management Workers Compensation Program (RMWCP) to designate health care providers to treat your workplace injuries and illnesses. If you need to seek medical attention due to work-related injury, you must see a designated medical provider (DMP). Altru Occupational Health Employer Health Solutions has been selected because it has an occupational health services department with an occupational health physician as the attending physician. An occupational health physician specializes in work-related injuries/illnesses.

Employees intending to see a medical provider other than the University’s DMP must designate this in writing on the DMP form. The form must be on file at the Office of Safety prior to the injury. This includes Chiropractors, Dentists, and Optometrists/Ophthalmologists. The form is available at https://campus.und.edu/safety/_files/docs/dmp-form-2022.pdf.

If your job should require you to be out-of-town for a short period, you are urged to seek an After-Hour Clinic or an Urgent Care/Emergency facility.

Please be sure to follow the Incident Reporting Policy. Information is needed in a timely manner to report any worker’s compensation claims to WSI. This includes doctor’s report of injury/workability so that the proper information is relayed from the Office of Safety to WSI.

REMINDER: Report All Incidents & Injuries to UND Office of Safety Within 24 Hours
Employees are required to report all incidents, including near-misses, to the Office of Safety within 24 hours (one business day).

Keep in mind that incidents do not need to result in injury or property damage to be reported. In fact, near-miss/close-call incident reports are critically important in shaping the safety efforts and priorities at UND. Additionally, any workers compensation or liability insurance could be delayed or denied based on improper or delayed incident reporting.

UND’s incident reporting process allows the campus community to report incidents online. To submit an incident report, go to Resources and Forms on the Department of Public Safety webpage. Click the drop-down in “Incident Reporting” for the form and instructions, as well as the incident investigation forms. Be sure to see the instructions for creating a digital signature if you do not already have one created.

If you seek medical attention for a workplace injury, you must contact the Office of Safety with your date of birth and social security number, as well as physician information as soon as possible. These are required in order for the Office of Safety to file a workers’ compensation claim. By not providing this critical Information, your claim cannot be filed and will ultimately delay the process by Workforce Safety & Insurance to pay for medical services.

For more information, please see the UND Incident Reporting Policy.

Your attention and continued support of UND’s Risk Management and Safety Programs is greatly appreciated.

Need to order more COVID-19 supplies?
COVID-19 supplies are still available for departments as you are preparing for the fall semester. If you need items such as tissues, Lysol, cleaning wipes, masks (all types), gloves, hand sanitizer, goggles, etc., your departmental purchaser can place an order with the Office of Safety.

Please reach out to Jen Berger with any questions.
International Travel Guidelines

UND faculty, staff and students traveling internationally for university-sponsored purposes must register their travel prior to departure. If possible, the registration should be completed at least three weeks prior to the departure date. In some cases, as explained on the travel registration form, pre-approval from the supervisor, dean and appropriate VP is required for university-sponsored international travel. University-sponsored purposes can include, but are not limited to, conference participation, site visits, presentations, teaching abroad, student organization trips, and research excursions. Please review UND’s International Travel Policy for more information.

These guidelines outline the University’s requirements:

UND related travel to destinations outside the United States, regardless of US Department of State advisory level, must complete the International Travel Registration Form. Faculty-Directed Study Abroad Programs are exempt from this process as participants will be registered through UND Study Abroad application. Official UND-affiliated travelers associated with EERC are required to work directly with EERC and the UND Office of Safety regarding their travel process, submit the appropriate EERC travel forms, and are exempt from this registration process.

INTERNATIONAL TRAVEL REGISTRATION

To register your international travel, follow the steps below. Be sure to review the appropriate sections for individual travel or group travel, depending on your travel needs.

1. Research Your Destination— Review the current US Department of State Advisory Level (as of the date of form completion). Research specific country information, recent or current travel warnings and alerts, and passport and visa requirements at Travel State.Gov. Research vaccination, health, and wellness information for your destination at the Traveler’s Center of the Centers for Disease Control and Prevention.

2. Prepare Your Documents — If possible, complete the steps below to register your travel at least three weeks prior to your departure.

   • UND employees traveling and working outside the U.S. for more than 30 days will only be covered by ND Workforce Safety and Insurance (WSI) from the day they leave through the 30th day for any work-related injury. If working on behalf of UND for near to or more than 30 days during international travel, a Notification of Out-of-Country Workers Compensation Coverage Form must also be completed. A link to this form is included in the appropriate registration form listed below.

   • UND works with Cultural Insurance Services International (CISI) health insurance, which specifically covers international health issues that most domestic health insurance does not cover for health related issues outside of the U.S. This coverage is not required for non-study abroad travel, but there may be applicable coverage options for other UND sponsored travel. Contact the UND Office of Safety for more information.

International travel may also have export control implications. UND employees traveling internationally should review the UND Export Controls International Travel website to determine if the intended international travel may present export control concerns.

All faculty, staff and students traveling internationally or outside the continental U.S. for UND-sponsored travel are required to fill out the UND Check-in feature on the SafeCampus App. This allows UND to contact individuals with a notification push to contact UND in the event of an emergency. You will be required to acknowledge that you downloaded and activated the SafeCampus App in the appropriate registration form listed below.

3. Submit the Travel Registration Form— Advisory countries are determined by the U.S. Department of State (individuals and groups). Please review the form prior to completion as additional signatures may be needed. Form must be completed, signed via DocuSign or in person, and submitted by email to the UND Office of Safety at UND.safety@UND.edu and tearnie.braaten@UND.edu at least three (3) weeks prior to travel. For questions, please contact Tearnie Braaten Hull at the Office of Safety, tearnie.braaten@und.edu.

4. Prepare for Departure— Make photocopies or digital images of your important documents including the photo page of your passport, related visa information, and any vaccinations required for your destination and return to the U.S. Keep these copies in a safe and separate location from the originals.

   • Inform your financial institution(s) that you will be traveling internationally and make copies of important account information in case of problems. Keep these copies in a safe and separate locations from the originals.

   • Consider any prescription medications, extra contact lenses and/or eyeglasses, a high-quality guidebook, language dictionary or phrase book, and high-quality sun protection and/or bug repellents. These items are often the most difficult to find internationally.

Follow individual UND Travel and Expenses protocol for travel reimbursement.

Consider enrolling in the State Department STEP Program, which is a free service that allows U.S. citizens traveling or living abroad to receive the latest security updates from the U.S. embassy or consulate.

Update UND Office of Safety if your travel plans change.
Fire Extinguisher Training

The Office of Safety offers fire extinguisher and fire safety training to all employees on campus. The fire extinguisher training consists of a classroom portion as well as a practical demonstration of the use of fire extinguishers. The Department of Public Safety now offers the practical portion of the training using either actual fire extinguishers with a real fire in collaboration with the Grand Forks Fire Department, or a digital fire extinguisher training system that allows clean, indoor training.

If your department would like to be trained in the use of fire extinguishers or any other fire safety topics and questions, please contact Daniel Sorensen, the Physical Infrastructure Safety Officer at 701-777-3341.

Activity/Events

UND recognizes the positive impact of social engagement and participation in campus activities. UND will strive to provide students, faculty, staff and campus visitors with opportunities to engage in campus events outside the classroom. Campus events include all group activities, public lectures, symposiums, workshops, trainings, conferences, concerts, orientations, internships/co-ops and other campus activities held on-campus.

Event request forms are reviewed no earlier than one-month prior to the event date, no matter how early they are submitted so please approval. Once the committee reviews the form, additional information may be required prior to final approval. This could include certificates of insurance, permits, licenses, certifications, etc. Activity/Event approval or denial will be communicated via email to the contact person provided. The Office of Safety reserves the right to deny requests not received two weeks in advance.

A location must be reserved prior to submission of the form in order for any review to occur. The preferred location for events is the Memorial Union. University members may also consider other non-academic spaces. The space within academic and administrative buildings are prioritized for the departments within their units. Areas outside of these spaces are only to be considered when the Memorial Union or other appropriate space is not available.

If the requested event is outside of normal business hours (Monday-Friday, 8:00am - 4:30pm), it is the responsibility of the building contact to schedule building access. It is then the responsibility of the event sponsor/contact to ensure the building contact has requested EDA and/or key access scheduling. Otherwise, the building will remain locked and access for the event will not be granted.

If the event is approved and outside of normal business hours (Monday-Friday, 8:00am - 4:30pm), there may be a requirement to have a UND staff/faculty member present at the time of the event. The Office of Safety will state if this is a requirement at the time of review/approval.

As a reminder, please submit the Event Approval Form at least two (2) weeks prior to event date. Ensure all fields are completed, as they apply to the event. Please keep in mind that plans may need to be adjusted as conditions change to support the health and safety of the campus community.

Need to rent a vehicle for UND Business?

If traveling out-of-state requires a vehicle rental at your destination, the State Cooperative Contract through Enterprise Rent-A-Car/National Car Rental and Hertz Corporation must be used.

Vehicles rented through these contracts have discounted rates as well as Full Coverage Damage Waiver and Liability Coverage up to $1 million without additional fees or paperwork. The following link contains details with account numbers and PINs for renting a vehicle with the State Cooperative Contract: https://www.nd.gov/omb/sites/omb/files/documents/agency/risk-management-services/nationwide-veh-rtl-sum-2-27-13.pdf.

If a rental vehicle is needed for in-state travel, a one-time written approval must be received from the State Fleet Director, as State Fleet vehicles must be used for travel within the state or originating within the state (NDCC 24-02-03.03).

If Enterprise/National and Hertz are not available in the area you are traveling, be sure to purchase comprehensive, collision, and liability coverages. Failure to use the state contracts or purchase the necessary coverages could leave the department or the employee personally responsible for damages.

Did you know...

- UND has approximately 80 AEDs spread throughout buildings on campus?!
- The Office of Safety provides training to ensure that departments understand how to operate these lifesaving tools?!
- Help save a life of someone in your office and contact Terry Wynne at 701-777-3341 to train your department in the use of AEDs.