

Guidelines for mobility and work travel at USN - Covid-19

1. Background

The employer shall ensure that the employees and students comply with the regulations imposed by the authorities regarding travel.

2. Purpose

The purpose of the guidelines is to clarify which provisions apply in connection with work travel and employee and student mobility.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for these guidelines. These guidelines govern all work travel (business trips) and mobility at USN.

4. The following rules apply to domestic work travel arranged by USN:

- Travel between USN's different campuses is allowed, but it is recommended that meetings be conducted digitally to the greatest extent possible.
- Work trips within Norway are allowed. The infection situation in both the municipality of residence and the visiting municipality must be taken into account.
- The employee's immediate supervisor must approve all work trips.
- When using public transport, national guidelines must be followed: <https://www.fhi.no/nettpub/coronavirus/rad-og-informasjon-til-andre-sektorer-og-yrkesgrupper/kollektivtransport/>

5. The following rules apply to overseas work travel arranged by USN:

- For business trips abroad, the national guidelines must be followed, including [the Ministry of Foreign Affairs' travel advice](#) (NO).
- The infection situation in the visiting country and the tests for covid-19 and quarantine rules that apply at the time of return must be taken into account.
- If there is a need to make a trip outside Norway, it must be approved by the relevant dean or head of department, and be in compliance [with the Ministry of Foreign Affairs' travel advice](#).
- Employees are responsible for having a valid private travel insurance. If you have any questions, please contact staffmobility@usn.no or korona@usn.no

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6. The following rules apply to student mobility:

- Student exchange with foreign institutions only in Europe during autumn 2021 is scheduled. This applies to both departure or entry.
- Student exchange for spring 2022 will be considered early semester in accordance with national guidelines and the Ministry of Foreign Affairs' travel advice.

7. The following rules apply to employee mobility:

- Employee exchange with foreign institutions during autumn 2021 is not recommended. This applies to both departure and entry, and both shorter visits and longer stays.
- If it special reasons justify an exchange, this must be approved by dean or head of department after consultation with the director of personnel and organizational.
- The infection of Covid-19 in the country visiting and the quarantine rules that apply for the return to Norway at the relevant time must be taken into account.
- Employees are responsible for having a valid private travel insurance.
- If you have any questions, please contact staffmobility@usn.no and korona@usn.no

8. Employing foreign nationals

- Foreign employees must follow the national guidelines for entry to Norway.
- Entry must be considered based on the covid-19 rules given by the employee's home address outside Norway, any approved vaccination certificate, quarantine regulations, work permits and visas.
- In such employments, the supervisor must try to find a solution for when and how an employment can take place in consultation with the candidate. Another alternative may be to postpone the date of employment.
- If you have any questions, please contact staffmobility@usn.no and korona@usn.no

9. Updates¹

These guidelines will be updated as and when any amendments are made by the national authorities.

¹ Updated according to step 3 in the national plan for gradual reopening.

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