



University  
of Windsor

## **Travel Plan from the Toronto International Airport to the University of Windsor AND 14-Day Quarantine Plan – Template**

**PLEASE REVIEW CAREFULLY AND COMPLETE ALL SECTIONS.**

**THIS DOCUMENT HAS TWO SECTIONS. SECTION 1 (STEPS 1-3) CONCERNS YOUR TRAVEL FROM TORONTO TO WINDSOR. SECTION 2 (STEPS 4-5) CONCERNS YOUR 14-DAY QUARANTINE PLAN.**

Please complete this form and print it off and ensure you have made all the travel arrangements necessary before you leave for Canada. This plan will need to be presented to Canada Border Services Agency (CBSA) upon your arrival at Pearson International Airport in Toronto.

There are several steps you will need to take in order to travel to Windsor and then quarantine upon your arrival. This document will outline the actions you need to take step-by-step.

As a reminder, during your travel, be sure to adhere to social distancing measures by wearing a face mask and maintaining six feet or two meters between yourself and others at all times. Be sure to wash your hands frequently.

### **Tracking your Trip from Toronto to Windsor:**

Upon your arrival in Toronto, it is required that you log various parts of your trip to Windsor. Make notes on this document or on your phone so you can better remember your journey (e.g. what was your seat number on the plane, where did you sit in the shuttle, what was your number of your cab). In the event you develop COVID-19 once arriving in Windsor, public health officials will need this information to follow up with any individuals you may have been in contact when travelling. This is a public health standard procedure and helps manage the spread of the virus. Your cooperation in tracking your journey is greatly appreciated.

**Once this document is completed, submit it to the International Student Centre through the following [link](#).**

**SECTION 1:**

**Steps 1 to 3 - Your Trip from Toronto to Windsor**

Name (print clearly or type):	
Number where you can be reached in Canada (if available):	
Email:	
Country of Origin:	

Once your plane lands, pick up your luggage at baggage claim and proceed through customs. Have this completed document with you.

**Step 1: Travel from Toronto International Airport (Pearson International Airport).**

Date of Arrival at Pearson International Airport:	
Projected Arrival Time at Pearson International Airport:	
Arriving at Terminal 1 or 3:	
Are you transferring to Air Canada’s regional flight from Toronto to Windsor? Indicate YES or NO to the right.	
If you indicated <b>YES</b> , indicate your arrival time to Windsor at the right, then go to Step 3.	
If you indicated <b>NO</b> , go to Step 2 as you will need to take ground transportation from Toronto to Windsor.	



## **Step 2: Take the Robert Q Airbus/Shuttle Service from Toronto to Windsor**

Date of Robert Q Reservation to Windsor:	
Shuttle Departure Time:	
Arrival Time in Windsor:	

**Note: You must purchase your Robert Q reservation in advance of your arrival to Canada.** CBSA will want to ensure you have the means to get from Toronto to Windsor in a way that follows government travel requirements (e.g., mask wearing, social distancing, direct to your destination).

- ***If arriving at Terminal 3***, report to the “Robert Q” shuttle service at their “Out of Town Services” desk, inside to the right of door “C” on the arrivals level.
- ***If arriving at Terminal 1***, report to “Robert Q” check-in counter at the Ground Transportation Desk, located on Ground Level, one level below the arrivals level, between Post R and Post S.
- Book your ticket for the [Robert Q](#) service in advance of your trip by visiting their website. Their shuttle leaves from Toronto’s Pearson International Airport twice per day to Windsor, once at 8 am and once at 5 pm. If you arrive after 5 pm and you want to stay at a hotel to wait until the next shuttle, there are several hotels near the airport where you can stay. All hotels can be booked in advance. When booking your shuttle through Robert Q, please be sure to carefully review their website to ensure you are familiar with their requirements as they pertain to COVID-19 prevention.

---

## **Step 3: Take a Taxi or Uber from the Windsor Airport OR the Robert Q drop off in Windsor DIRECTLY to the University of Windsor or to your off-campus residence or hotel**

There are several taxi options you can take to get from the Windsor Airport or the Robert Q shuttle drop off to UWindsor’s campus. The cost from the airport is approximately \$25. The cost from the Robert Q drop off (Holiday Inn Hotel on Huron Church Road) is approximately \$20. You can pay by credit card or cash. Your taxi driver or Uber driver will know where Alumni Hall or Cartier Hall is, which is where you will be living if you’re staying on campus. **You must take your cab or Uber DIRECTLY to your quarantine location directly and start your 14-day quarantine period immediately upon your arrival.**

Contact numbers for taxi companies:

- Canadian Checker Cab (519) 254-7777
- Courtesy Transportation (519) 977-9700
- Vets Cab (519) 256-2621
- Uber (ensure app is downloaded onto your phone)

The taxi or Uber ride takes approximately 10 to 15 minutes. Wear your mask and keep your window open. If you are living off-campus, costs will depend on the location of your residence or hotel.

Once you arrive on campus, proceed directly to Alumni Hall or Cartier Hall. To check-in, please call the Resident Assistant (RA) at 226-347-4302 and they will meet you and give you access to your room.

---

## SECTION 2:

### Step 4 and 5 - Your 14-Day Quarantine Plan

#### **Step 4: Quarantining On-Campus in Residence OR Off-Campus**

As per directions from Health Canada, anyone who is coming/returning to Canada from travelling abroad **MUST** quarantine for 14-days. This means you must stay in your place of residence for 14-days and must not leave.

##### **A) Complete if Quarantining On-Campus in Residence:**

<b>Place of Residence in Windsor</b> (complete the missing fields below)	
Address of Residence (indicate Alumni Hall or Cartier Hall and your assigned room number):	
Planned Check in Time:	
Food – How Will you Feed Yourself for 14-days?	The University of Windsor will provide 14 days of meals which will be dropped off outside my residence door daily
Medications and Other Basic Necessities?	The University of Windsor will provide with any required necessities that I may need during my quarantine period.

##### **B) Complete Quarantining Off-Campus in a Private Residence, Rental Property or a Hotel:**

At this time, you may find it challenging to find an off-campus house or room where you will be able to quarantine. If you are struggling to find a place to live you, consider living in Residence for the fall term where there is a quarantine program built into your fees. Off-campus students who are not living in Residence for at least one term, will not be permitted to quarantine in Residence. It is your responsibility to make these arrangements off-campus. UWindsor has established an agreement with an off-campus hotel chain that will allow you to quarantine for a competitive rate that includes food. For more information on UWindsor's hotel option visit: <https://www.uwindsor.ca/international-student-centre/>

For assistance finding a house, apartment or room off-campus, visit the university’s off-campus housing page for more information about living off campus: <https://www.uwindsor.ca/success/off-campus-housing/298/im-deciding-perfect-place>

**IMPORTANT:** If you are planning to quarantine in an off-campus residence, where there are already people residing, your living situation must be such that you can isolate yourself from others living in that house. If for example, if you are sharing a room with another person, arrangements must be in place to isolate yourself such that CBSA will allow you into the country. Students who are living in “communal settings” will be scrutinized carefully by CBSB, as will any student who is living with a vulnerable person (e.g., a person with diabetes or a person over a certain age).

<b>Place of Residence in Windsor</b> (complete each the fields below)	
Address of Residence:	
Type of Residence (e.g., Rented House or Apartment, Temporarily Staying with a Fellow Student(s), Hotel)	
Planned Arrival Time:	
Food – How Will you Feed Yourself for 14-days?	
Other Basic Necessities (how will you obtain them)?	

If you will be isolating off-campus be sure to have cash, a debit card and/or credit card in order to pay for food and any other basic necessities you need delivered to your house/apartment/hotel. There are many restaurants and drug stores that will deliver for a reasonable added cost.

---

## Step 5: How to Quarantine

The following are latest quarantine information from Health Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

Failure to follow these directions could result in fines and/or criminal charges under Canada’s Quarantine Act:

- <https://www.canada.ca/en/department-justice/news/2020/04/government-of-canada-further-facilitates-enforcement-of-the-federal-quarantine-act.html>.
- <https://atlantic.ctvnews.ca/university-student-fined-1-000-for-failing-to-self-isolate-antigonish-rcmp-1.5081264>

The Government of Canada, the Government of Ontario, and the University of Windsor take these directives seriously and it is the University's expectation that students will make their very best efforts to follow the following quarantine directives once you have started your 14-day quarantine:

**Stay Home:**

- Do not use public transportation, taxis or rideshares
- Do not go to work, school or other public places
- Order food to your place of residence. There are many restaurants and food vendors close to campus.
- Order groceries and other needed items online or send a roommate/friend to the store for you.

**Avoid Contact with Others, Including Housemates or Neighbors in Residence:**

- No visitors unless essential (e.g., health care providers)
- As much as possible, stay in a separate room from other people in your home and use a separate bathroom if you have one
- If these steps are not possible, keep a distance of at least two meters from others at all times and wear a mask

**Personal Care:**

- Keep your distance from others – a minimum of 2 meters
- Cover your mouth or blow into your elbow for coughs and sneezes
- When outside of your room, wear a mask over your nose and mouth.
- Visit Ontario Public Health (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>) for further information on how to quarantine.
- If you develop any COVID-19 related symptoms call UWindsor's Student Health Services at: 519-973-7002. **Important:** Student Health Services is not accepting in-person appointments at this time. Do not attend Student Health Services in-person unless directed to by a University physician.

## Questions?

Before you arrive in Canada, you will communicate with the following units for the following issues:

**International Student Centre:** [isc@uwindsor.ca](mailto:isc@uwindsor.ca) for all study permit, visa, travel, health insurance or off campus housing issues or questions you may have. Email: [gship@uwindsor.ca](mailto:gship@uwindsor.ca) to ensure that your mandatory health insurance plan is activated for your arrival.

**Residence Services:** [resservices@uwindsor.ca](mailto:resservices@uwindsor.ca) if you are self-isolating on campus when you first arrive in Windsor.

If you arrive in Canada and you **urgently** need to speak to someone, call University of Windsor's Campus Community Police. Keep in mind Campus Police are in Windsor and they cannot leave campus, but they will try their best to assist you over the phone. If you have a good travel plan in place, you should not have any major issues.

Campus Community Police can be reached 24 hours a day at: 519-253-3000 extension 1234.