SAFER
Safe Actions For Employee Returns

Transportation Travel Checklist

Objective:

This checklist is to be used by employees in preparation of, as well as during, travel for work. Employers should work with employees to provide guidance and information needed to complete this checklist and offer opportunities to address questions or concerns not covered in this document.

Introduction

Traveling for work always brings its own considerations and challenges, and this is true now more than ever in the time of COVID-19. Careful planning, information gathering and on the ground diligence is important to keep everyone safe and healthy.

Before Traveling for Work

- Determine if the trip is necessary
  - Discuss with supervisors the objectives of the trip and if those objectives can be accomplished in a virtual manner.
  - Discuss with the client or those you are meeting with whether the trip's objectives can be accomplished in a virtual manner or at a later date.
- Determine the on the ground safety
  - Assess the state of COVID-19 in the location you are traveling to. Is it a hotspot or area of concern based on current testing and data?
  - Ask for the safety protocols and precautions being taken by each meeting location. Do they meet the safety guidelines set out by your employer?
  - Identify and prepare local information that will be needed, including the closest hospital or medical facility, transportation options on the ground, and food delivery or grocery options. Note: Those you are traveling to meet could be a good resource for this.
- Review employer travel policies
  - What steps need to be taken if you get sick while traveling?
  - What steps need to be taken if you experience travel delays?
- When booking travel
  - Review the safety protocols of airlines and hotels to determine the best option for travel.
  - Get confirmation from supervisors on any preferred airlines, hotels, or other travel and transportation providers.
- Review additional recommendations from the CDC on travel.

While Traveling for Work

- Be sure to use proper PPE, follow physical distancing guidelines and perform other safety protocols at all times.
- Obey all local restrictions and safety measures that may be in place.
- Do not enter any locations for meetings or other events if the safety protocols are not as described or if the safety protocols do not meet those of your employer. Communicate immediately with your employer about any such instances.
- Limit interaction and exposure to people and locations. Consider taking meals in your hotel room and avoiding crowded public spaces.

Returning from Traveling for Work

- Communicate with your employer any potential exposure concerns before returning to the workplace, and discuss if quarantining steps are necessary.
- Report any unsafe practices or observations from travel to help inform decision-making around future work travel.

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