

Document Title:	COVID Addendum to Global Travel Authorities Policy
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Author:	Jane Beeston
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DISTRIBUTION LIST:

Leadership levels 3 to 5 (accountability for ensuring alignment across teams)

Intranet (for communication)

Human Resources (HR) and Finance Business Partners

1. Purpose

To be read in conjunction with the **Global Travel Authorities Policy HR003**.

The policy confirms changes to business travel (both the pre-booking process and the trip itself) that have become necessary as highlighted by the challenges presented by COVID-19.

Whilst written to accommodate the safety protocols for COVID-19, the requirements are applicable to any health crisis presented in the future to ensure we all adapt and adhere to the appropriate H&S standards.

2. Principles

The following principles have been considered in determining whether travel is permissible:

- 2.1. The travel is essential for business purposes in terms of front-line activities namely linked to effectively servicing demands initiated by customer, consumer or supplier.
- 2.2. The individual is not being put at an unacceptable risk
- 2.3. Appropriate authorisation (line management and linked GLT member) has been obtained

3. Duty of care and risk assessment

- 3.1. To fulfil Colart's duty of care, in advance of booking any business travel, you are required to complete a pre travel risk assessment form ([Pre-travel risk assessment.xlsx](#))
- 3.2. The completed form should be sent to your line manager for approval before being sent on to the appropriate GLT member for final authorisation
- 3.3. Any concerns about returning to business travel in general, or a specific business trip, should be discussed with your line manager in advance of booking.

4. Safety whilst travelling

- 4.1. The following items should be packed for the travel:
 - 4.1.1. PPE such as gloves and face coverings
 - 4.1.2. Hand sanitiser
 - 4.1.3. Hygiene wipes.
- 4.2. The travel itinerary should be shared as part of the Risk Assessment and with family members.
- 4.3. Local emergency numbers should be saved on your phone.
- 4.4. Some sort of 'medical card' should be carried with you in your wallet (blood type, allergies, emergency contact information).

5. Changes to existing policy

- 5.1. Try to avoid using public transport; instead use taxis or consider using own car or car rental.
- 5.2. If public transport is the only option, then aim to travel outside of rush hour to ensure physical distancing can be maintained.

- 5.3. Consider train travel instead of flying where possible.
- 5.4. When purchasing airline tickets, aim to travel with airlines that waive the “change fee” during the COVID period. If this is not available, then purchase flexible tickets to enable changes to be made.
- 5.5. Try to avoid connecting flights.
- 5.6. Consider the length of your trip to avoid unnecessary repetition of the journey.
- 5.7. Do not travel with more than 1 person.

6. Emergency Procedure

- 6.1. If there is an outbreak of COVID-19, comply with measures at the travel destination.
- 6.2. Should symptoms of the coronavirus arise or be suspected whilst travelling, get treatment locally and stay at the location until recovery.
- 6.3. Follow local authorities’ instructions and advice with respect to quarantine or self-isolation and plan to stay longer at the destination as required particularly if border rules change – this includes considering the financial implications or practical arrangements that need to be made.
- 6.4. If there are suspected cases of coronavirus during the travel or at the destination, be prepared to remain in your hotel room or accommodation for 14 days as directed.
- 6.5. Ensure an arrangement is in place with your line manager to keep in touch throughout the travel.

7. Post travel feedback

- 7.1. So that we can learn from all business travel experiences, the post travel feedback form should be completed upon return ([Post travel feedback form.xlsx](#)) with a copy sent to your line manager and Alison Wabe

APPENDIX 2: TRAVEL DURING COVID

Request and Approval

- Ascertain if business is essential
- At least 2 weeks prior to travel, get approval in writing from your line manager and GLT member - this must include the following:
 - Completed Risk Assessment
 - Specific details of travel including dates and times
 - Justification that travel is essential (including detail of meetings/visits/etc.)

Prepare and Plan

- Ensure normal travel arrangements including visa and vaccinations
- Check advice of local government advice site
- Prepare the personal safety pack for travelling
- Advise family members of itinerary

Make booking

- Aim to travel with airlines that waiver the “change fee” during the COVID period.
- If this is not available, then purchase flexible tickets to enable changes to be made.

Evaluate and Debrief

- Complete the post travel feedback form