

Back to Business Travel Basics

COVIDsafe Checklist

While travel as we know it has changed for the foreseeable future, the value of business travel and face-to-face meetings has not. With borders remaining open, each week we are noticing an increasing appetite for business travel, so we have provided a roadmap of what travelling for your next business trip will look like, with some suggestions on how to stay safe and healthy.

PRE-FLIGHT



Home/Pre-trip

- No liquid restrictions on Domestic flights
- Safety Pack (Masks/Hand Sanitiser/Wipes)
- Update Travel Profile
- Pack snacks

Uber/Taxi

- Lower windows for air circulation
- Wear a mask (strongly recommended)
- Sit in the back seat
- Put luggage in/out yourself



Rental Car

- Wipe surfaces
- Lower windows for air circulation

Public Transport

- Check schedules for operating services
- Wear a mask (strongly recommended)
- Social distance

Check-in

- Utilise technology for check-in
- Where possible tag and drop check-in luggage yourself
- Wear mask at all times



Security Screening

- Remove laptop or tablet from bag
- Practice social distancing
- Avoid touching/using bins where possible



Airport

- Adhere to all airport policies (don't forget your transiting airports)
- Wipe down seats
- Try to stick to one spot and not move to multiple seats
- Practice social distancing

Airport/Airline Lounges

- Check capacity and social distancing options at check-in
- Wipe seats and tables
- Avoid buffet food and opt for prepackaged

Boarding

- Follow boarding procedures – don't skip ahead
- Wipe down your seat/tray table/seat belt prior to sitting down

IN-FLIGHT



In-flight

- Avoid taking multiple items in/out of your bag
- If you need to use the bathroom, take wipes, wash your hands

Disembarking

- Stay seated until your row is the next to disembark
- Wash your hands once you are off the aircraft

POST-FLIGHT



Office Buildings

- Follow office protocol
- Bring wipes/gloves for surfaces
- Social distance at all times
- Avoid hand shaking/physical contact

Hotels

- Follow hotel protocol
- Utilise contactless check in if possible
- Wipe down frequently touched items in room (remotes, door handles, taps)



Food & Drink

- Expect food options to be limited and buffet options to be prohibited
- Keep food with you throughout the journey
- Prepackaged lunches and dinners will be expected
- Restaurants near offices, within hotels and airports may have maximum capacity limitations so there could be lines for entry
- May want to consider local grocery options for meals
- Many hotel bars and restaurants may have limited menus/services available



Health & Fitness Centres

- Hotel fitness centres could be closed (check with your Travel Manager)
- Utilise walking tracks or similar near your hotel/office
- Download fitness apps that can be used in your room
- Personal gym memberships may have open facilities in visiting locations

Home/Post trip

- Spray/disinfect luggage before bringing into your home
- Wash all clothing
- Wipe down your ID, credit card and other frequently touched items from your trip
- Have a shower or at minimum wash your hands thoroughly