

Global Travel & Expense Guidelines – Pandemic Addendum [SAMPLE]

When the government in which an employee resides, has declared a pandemic, the following guidelines will be put into place immediately:

- All non-essential travel shall be cancelled.
- No new travel can be booked until further notice unless authorized by the CEO.
- Employees recognize that the company will not require travel during a pandemic. If the travel is essential and the employee is comfortable traveling, the trip requires approval by the CEO and travel insurance must be purchased.
- Before travel, employees agree to review all travel restrictions and protocols of their destination and the same for returning to their home state.
- All guidelines issued by the CDC, airlines, hotels, car rental/ground transportation, and local governments must be followed while traveling (i.e. face masks required, negative test results required to enter state/country, etc.).
- All bookings must be done through our authorized online booking tool or with Christopherson Business Travel advisors. For any international travel, an advisor must be used.
- The company has vetted and approved specific suppliers based on health and safety criteria that must be used at this time.
- Rideshare should not be used at this time. Either car service or rental car can be used.
- If you travel outside of your home state via mass transit (air, train, ship or bus) you will be required to work from home for 14 days or provide negative test results prior to returning to the office.
- Travelers need to report any adverse health symptoms to HR upon their return from a trip.

Recommendations if Travel is Required:

- Make sure you are well and have no COVID symptoms prior to leaving home, especially a cough or a high temperature.
- Book a trusted car service or rental car with strict hygiene precautions and drivers using face masks.
- Pack enough masks for the entire journey - assuming one surgical style face mask every 4 hours.
- Pack at least 2 containers of 100ml alcohol-based hand rub (ABHR) containing a minimum of 60% alcohol.
- Pack alcohol-based hand wipes to wipe down surfaces.
- Download airline apps and hotel app if appropriate.
- Download boarding passes.
- Book a window seat if possible to minimize contact with others inflight.
- Download entertainment/reading matter on tablet/cellphone - in-flight entertainment may be limited.
- Take packed food to airport and purchase packed food at airport as in-flight food provision may be limited.
- Pack minimal carry-on luggage.
- Allow extra time as check-in procedures may take longer than usual.