**Temporary Pandemic Travel Policy**

Due to [Company Name]'s commitment to employee safety in light of the COVID-19 (coronavirus) outbreak, effective immediately, all nonessential business travel will be suspended until further notice. [Company Name] will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

**Travel Cancellation Procedures**

If nonessential business travel has already been booked, please work with [your manager/HR/our travel coordinator/etc.] to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

**Essential Travel**

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice. [Company] travel expense policies apply. Follow CDC guidance below to maintain safety and represent our Company responsibly. Know customer safety protocols and expectations before traveling. Be prepared with personal protective equipment, sanitation materials, and research state restrictions before traveling to avoid unnecessary delays and risks.

**Procedures Upon Return from Travel**

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the HR department for direction as soon as possible.

[*Optional, and not CDC recommended at this time due overburdening doctors*: Employees may not return to work without obtaining clearance from their health care provider.]

Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR department upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.

Please contact the human resources department with any questions or concerns

CDC Travel Recommendations

The following travel recommendations provide advice about how to prevent getting and spreading COVID-19 if you *must* travel. **Don’t travel if you are sick** or plan to travel with someone who is sick.

Considerations if You *Must*Travel

**Protect yourself and others during your trip:**

* Clean your hands often.
  + [Wash your hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  + If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub your hands together until they feel dry.
* **Avoid touching your eyes, nose, and mouth**.
* Avoid close contact with others.
  + Keep 6 feet of physical distance from others.
  + Avoiding close contact is especially important if you [are at higher risk of getting very sick](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) from COVID-19**.**
* [Wear a cloth face covering in public.](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)
* Cover coughs and sneezes.
* Pick up food at drive-throughs, curbside restaurant service, or stores. Do not dine in restaurants if that is prohibited by state or local guidance**.**

Some types of travel (bus, plane, train) may require sitting next to others for a period of time. Travel may also expose you to new parts of the country with differing levels of community transmission. And, if you’re infected, your travel may put others at risk– along the way, at your destination, and when you return home.

If you *must*travel, consider the following risks you might face, depending on what type of travel you are planning:

* **Air travel***:*Because of how air circulates and is filtered on airplanes, most viruses and other germs do not spread easily on flights. However, there may be a risk of getting COVID-19 on crowded flights if there are other travelers on board with COVID-19.
* **Bus or train travel***:*Sitting or standing within 6 feet of others for a prolonged period of time can put you at risk of getting or spreading COVID-19.
* **Car travel***:* The stops you need to make along the way could put you and others in the car with you in close contact with others who could be infected.

State and Local Travel Restrictions or Orders

Follow any state and local travel restrictions currently in place. It is possible that some state and local governments may put in place travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. For more information and travel guidance, check with the [state or local health department](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html) where you are, along your route, *and* at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there won’t be restrictions in place when you arrive.

Lodging

If you *must* stay in a hotel, motel, or rental property:

* Take the same [steps](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) you would in other public places—for example, avoid close contact with others, wash your hands often, and wear a cloth face covering.
* When you get to your room or rental property, [clean and disinfect](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html) all high-touch surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, remote controls, toilets, and sink faucets.
  + Bring an EPA-registered disinfectant and other personal [cleaning supplies](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html), including cloths and disposable gloves.
* Wash any plates, cups, or silverware (other than pre-wrapped plastic) before using.

Road Trips

CDC recommends you [stay home](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) as much as possible and [practice social distancing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html), especially if you are at [higher risk of severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html).  However, if you must travel, be aware that many businesses (such as restaurants and hotels) may be closed.

Anticipate your needs before you go:

* Prepare food and water for the road. Pack non-perishables in case restaurants and stores are closed.
* Bring any medicines you may need for the duration of your trip.
* Pack a sufficient amount of alcohol-based hand sanitizer (at least 60% alcohol) and keep it in a place that is readily available.
* Book accommodations in advance if you *must* stay somewhere overnight.
  + Plan to make as few stops as possible, but make sure you rest when you feel drowsy or sleepy.
  + Bring an EPA-registered disinfectant and other personal [cleaning supplies](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html).

**Don’t travel if you are sick** or plan to travel with someone who is sick