# A ROADMAP TO BUSINESS TRAVEL DURING COVID-19



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

## **PRE-FLIGHT**



#### Home/Pre-trip

- Safety Pack (Masks/Hand Sanitiser/Wipes)
- Update Travel Profile
- Pack snacks

#### Uber/Taxi

- · Lower windows for air circulation
- · Wear mask & gloves
- · 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 mask and gloves
- · 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**

- · 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**



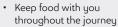
# In-flight

- 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

# Food & Drink



- 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

# **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)
- Confirm with Travel Manager that hotel is accepting non-medical/ emergency stays



#### **Health & Fitness Centres**

- Hotel fitness centres will likely be closed
- 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

