



With signs of business travel slowly re-emerging, the COVID-19 pandemic is forcing organizations to re-think the way they manage the health and safety of their employees. Please take into consideration the below advice on how travelers can ensure their health and safety while traveling.

## Return to travel planning

- 1** Before deploying staff, determine your legal and ethical obligations
- 2** Determine the criticality of travel and your traveler risk threshold
- 3** Educate your employees on hygiene, local regulations and risks
- 4** Have an awareness of current threats: next wave of COVID-19, hurricane season, civil unrest
- 5** Create a business continuity plan

## Checklist for returning to travel

- ✓ Plan for revised travel program, travel policy and travel risk program
- ✓ Prepare for future waves of COVID-19 or another crisis
- ✓ Review your supplier strategy
- ✓ Create a business resilience plan
- ✓ Review your assistance and insurance provider contracts
- ✓ Ensure you have a solid tracking and data strategy that covers your employees

For more information, please contact your **CWT representative**