ENHANCING YOUR TRAVEL POLICY

IN A NUTSHELL

1. WORKING WITH YOUR TMC PARTNER

Destination Assessment

Pre-Travel Approval

Actions during Travel

Escalation Plan

Returning from Travel

Best Practices Health & Safety for travelling during and after the pandemic

Travel Policy Content

Travel Support, Security and & Duty of Care

Booking & Approval

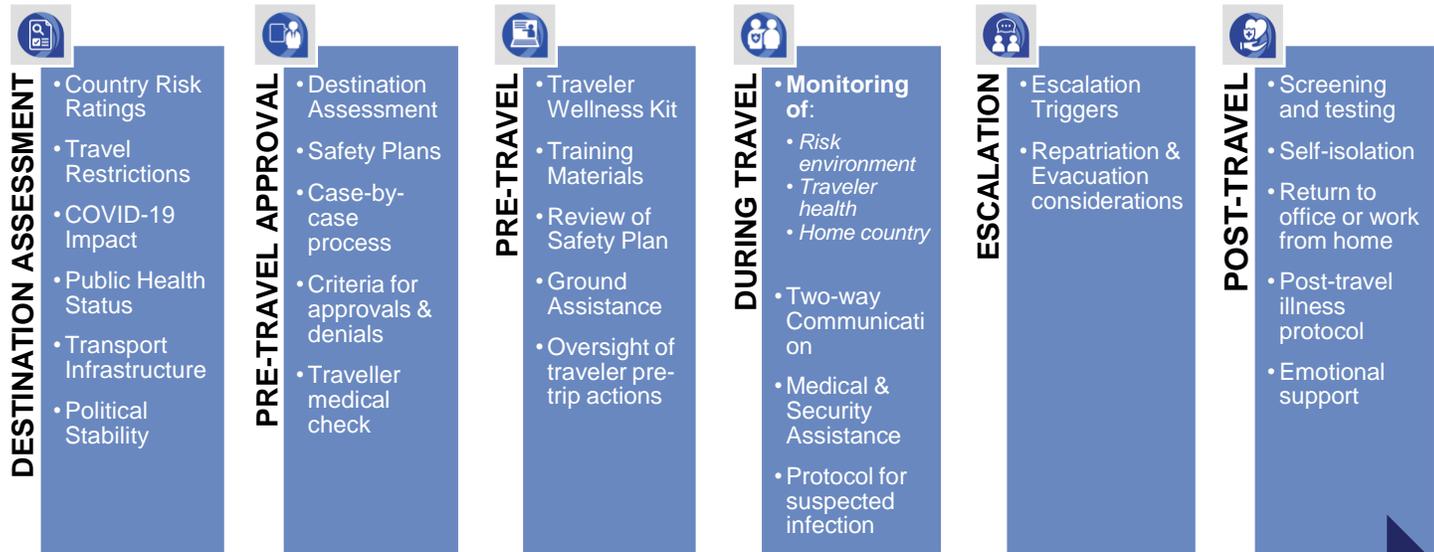Supplier Management

Payment Solutions

Expense Management
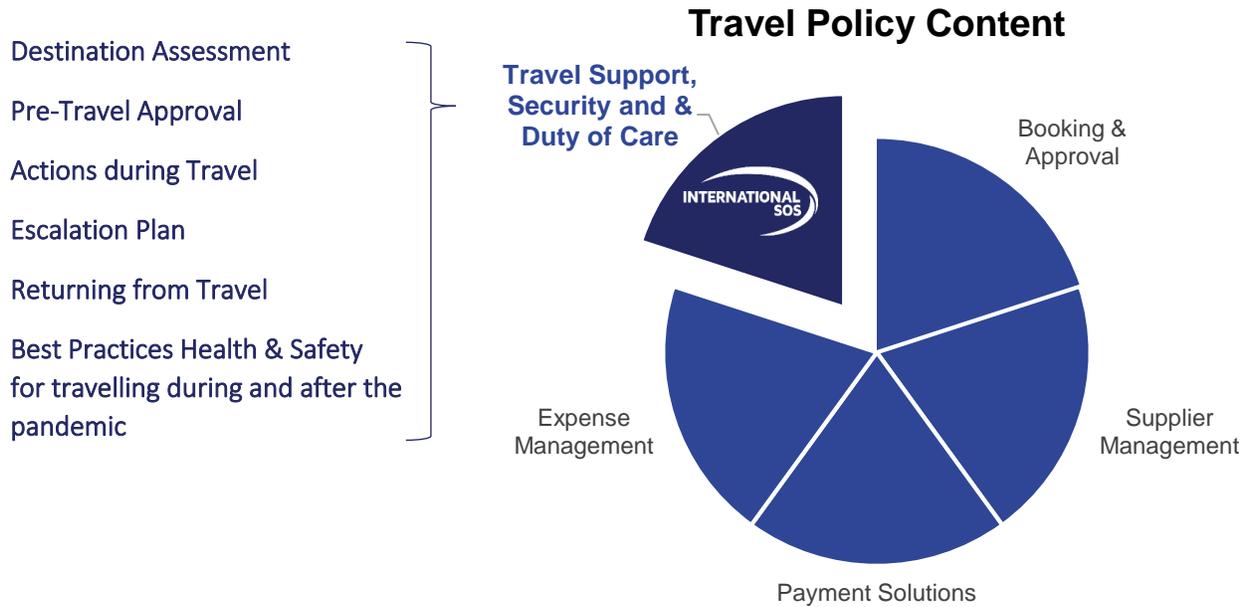
BENEFITS

o **Develop COVID-19 specific content** with health & security experts and integrate it with your existing travel policy

o Develop a robust, consistent programme that ensures the health and security of mobile employees, optimises productivity, return on investment and staff retention.

o **Clarify the ownership of travel risk** and support the buy-in and alignment of multiple stakeholders, with different budgets in different locations.

o Raise awareness, understanding and compliance with your Duty of Care obligations.

o Develop a clear set of actions to improve how the risks associated with international travel and assignments are mitigated across the organisation.

o **Fast-track the development and implementation of a travel risk mitigation programme** using best in class methodologies and an extensive team of experts to address your unique requirements.

2. WHAT DO WE HELP YOU WITH & HOW?

TOPICS

DESTINATION ASSESSMENT
- Country Risk Ratings
- Travel Restrictions
- COVID-19 Impact
- Public Health Status
- Transport Infrastructure
- Political Stability

PRE-TRAVEL APPROVAL
- Destination Assessment
- Safety Plans
- Case-by-case process
- Criteria for approvals & denials
- Traveller medical check

PRE-TRAVEL
- Traveler Wellness Kit
- Training Materials
- Review of Safety Plan
- Ground Assistance
- Oversight of traveler pre-trip actions

DURING TRAVEL
- Monitoring of:
  - *Risk environment*
  - *Traveler health*
  - *Home country*
- Two-way Communication
- Medical & Security Assistance
- Protocol for suspected infection

ESCALATION
- Escalation Triggers
- Repatriation & Evacuation considerations

POST-TRAVEL
- Screening and testing
- Self-isolation
- Return to office or work from home
- Post-travel illness protocol
- Emotional support

HELPING YOU TRAVEL DURING AND AFTER THE PANDEMIC

TOOLS

Pandemic website → Digital Learning Platform → COVID-19 Impact Scales → Medical & Security Alerts → Assistance → Evacuation & Repatriation → Tracking → Testing

RETURNING TO TRAVEL GUIDANCE – IN A NUTSHELL

INTERNATIONAL SOS

3. IN PRACTICE

THE PRESSING QUESTIONS

What is the protocol for your employees to book international and domestic business travel?

What happens when one of your employees falls ill (COVID related or not) while abroad?

Do you have an escalation plan adapted to our ever-changing world? Add covid here

What guidelines are your employees following upon return from business travel?

Have you assessed the financial impact of potential evacuations & repatriations?

Whose advice can you trust when enhancing your policy?

HOW DOES HEALTH AND SECURITY RISK FIT IN YOUR TRAVEL POLICY?

ARE THEY FIT TO TRAVEL?

Health check with a local doctor or International SOS medical experts

IS IT SAFE TO GO HOME?

*Perform a COVID-19 test.
In case of quarantine, assistance with emotional support.*
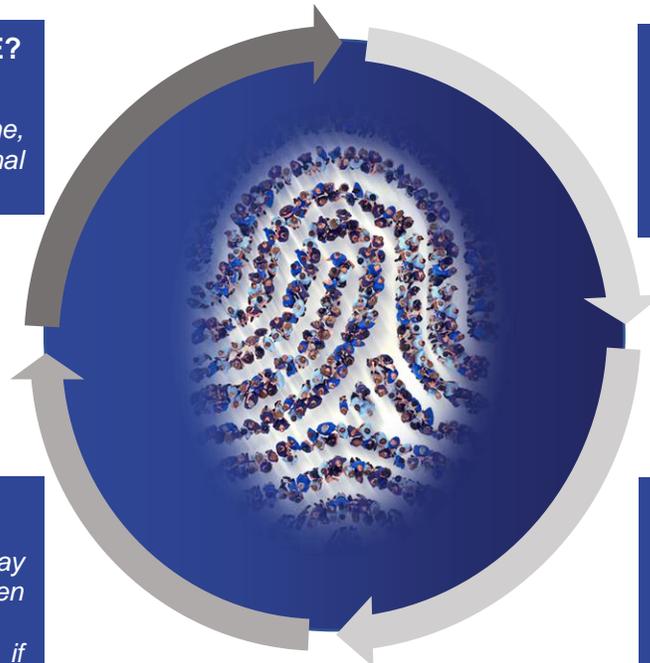
IS THE DESTINATION SAFE?

The line manager and the travel management team will approve the travel request.

DURING THE TRIP?

*Tracker ensures a two-way communication between manager & employee
Escalation plan executed if needed*

ARE THEY PREPARED TO TRAVEL?

*Review of safety
Distribution of wellness kits
Online trainings.*

WORLDWIDE REACH. HUMAN TOUCH.

GET IN TOUCH: tmc@internationalsos.com

MORE CONTENT & SUBMIT YOUR REFERRAL HERE

COVID-19 IMPACT MAP & PUBLIC PAGE: CLICK HERE

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