

Travel Guidance

The company continues to stress the need to remain vigilant in our infection control measures, including travel restrictions.

The company still requires that non-essential domestic travel be postponed where possible. Work that can be accomplished telephonically or via web meeting should be. Any travel during this time requires approval from your department head or business line president.

As a reminder:

- Whenever possible, in-person group meetings should be conducted via Webex, phone or video conference.
- We recognize that training and orientation is essential for our business. When in-person meetings are required, please ensure that participants are limited to comply with local capacity requirements and allow for physical distance between attendees (at least 6 feet), that people not attend if sick, and that the meeting space is routinely disinfected.

An increasing number of states are either mandating or recommending self-quarantine following travel or other restrictions on travel into the state. Prior to any domestic travel, consult both your departing and arriving state departments of health or “[State].gov” website for any requirements or executive orders relating to interstate travel. If employees decide to travel domestically on personal time, employees are to follow local and state mandates or recommendations for quarantine after any domestic travel and are to plan this in advance with their supervisor in order to avoid any staffing shortage issues.

International Travel

Any work-related international travel is prohibited. We strongly discourage employees from traveling outside of the U.S. for any reason. If an employee or someone who lives in an employee’s home still chooses to travel internationally on personal time, they will be asked to follow the guidance below.

Given the risk of exposure to many travelers during international travel, the company reiterates its requirement to quarantine for 10 days upon return from any travel abroad.

If You Must Travel

If travel is essential, take following steps to protect yourself and others from COVID-19:

- Wear a mask to keep your nose and mouth covered when in public settings
- Avoid close contact by staying at least 6 feet apart from anyone who is not from your household
- Wash your hands often or use hand sanitizer (with at least 60% alcohol)
- Avoid contact with anyone who is sick
- Avoid touching your eyes, nose, and mouth

People who are sick, have recently tested positive for the virus that causes COVID-19, or have been exposed to a person with COVID-19 should delay travel.

Anticipate Your Travel Needs

- Bring an extra mask to wear in public places
- Pack hand sanitizer (with at least 60% alcohol)
- Bring enough of your medicine to last you for the entire trip
- Pack food and water in case restaurants and stores are closed • Avoid high-risk activities:
 - Attending large social gatherings, like a wedding, funeral, or party
 - Attending mass gatherings, like a sporting event, concert, or parade
 - Being in crowds — for example, in restaurants, bars, airports, bus and train stations, or movie theaters
 - Traveling on a cruise ship or river boat

Considerations for Types of Travel

Travel increases your chances of getting and spreading COVID-19. Your chances of getting COVID-19 while traveling also depends on whether you and those around you take steps to protect yourself and others, such as wearing masks and staying 6 feet away from people outside your household. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus. These are also places where it can be hard to social distance.

Air Travel

Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people. Social distancing is difficult on crowded flights, and sitting within 6 feet of others, sometimes for hours, may increase your risk of getting COVID-19.

Also consider how you get to and from the airport, as public transportation and ridesharing can increase your chances of being exposed to the virus.

Bus or Train Travel

Traveling on buses and trains for any length of time can involve sitting or standing within 6 feet of others, which may increase your risk.

Car Travel

Making stops along the way for gas, food, or bathroom breaks can put you in close contact with other people and frequently touched surfaces.

Hotel Stays

When travel requires an overnight stay in a hotel:

- Wear a mask in the lobby and other common areas
- Check the hotel COVID-19 prevention practices before you go
- Use options for online reservation and check-in, mobile room key, and contactless payment
- Before you go, call and ask if all staff are wearing masks while at work
- Look for any extra prevention practices being implemented by the hotel, such as plexiglass barriers at check-in counters, and physical distancing signs in the lobby

- Ask if the hotel has updated policies about cleaning and disinfecting or removing frequently touched surfaces and items (such as pens, room keys, phones, doorknobs, light switches, elevator buttons, remote controls, etc.)
- Minimize use of areas that may lead to close contact (within 6 feet) with other people as much as possible, like the lobby, outside patios, dining areas, pools, salons, and fitness centers
- Wait to use the elevator until you can ride alone, or take the stairs
- Request contactless delivery for any room service order
- Bring your own disinfecting wipes to clean your room

After You Travel

You may have been exposed to COVID-19 during your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and unknowingly spread the virus to others. You and your travel companions (including children) pose a risk to your family, friends, and community for 10 days after you were exposed to the virus. Regardless of where you traveled or what you did during your trip, take these actions to protect others from getting sick after you return:

- When around others, stay at least 6 feet from other people who are not from your household. It is important to do this everywhere, both indoors and outdoors
- Wear a mask to keep your nose and mouth covered when you are outside of your home
- Wash your hands often or use hand sanitizer (with at least 60% alcohol)
- Watch your health and look for symptoms of COVID-19. Take your temperature if you feel sick

See also [CDC guidance relating to travel](#).