



Covid-19 Business Travel Your Complete Traveller Checklist

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Introduction

Here at Good Travel Management, we understand that people will have mixed emotions about travelling again during and post Covid-19. We want to make sure that you have all the information and support you need in order to travel with confidence when you are ready to do so.

To help with this, Good Travel Management has created the below checklist, to ensure you get all the information and advice you need when considering, booking, or embarking on travel.

Before you Book Travel

- ✓ Is the trip necessary? (i.e. could the same outcome be achieved via a virtual call/meeting?)
- ✓ Could the trip be completed by Car (Own vehicle/Car Hire) instead of flying or taking public transport?
- ✓ Check the trip is permissible with your Travel Manager, H.R. Department, Line Manager
- ✓ Check the trip is permissible as per your company Travel Policy. Make sure you check the policy for any recent amendments due to the Covid-19 pandemic.



For more help on writing a corporate travel policy check out our detailed guide and free template.

This guide will help you write a comprehensive business travel policy for your organisation.

[Get the guide now](#)

- ✓ Check that the people/organisation you are visiting are able/willing to meet with you
- ✓ Check that Good Travel Management have provided you with the latest information on entry and health restrictions for your destination(s)
- ✓ Only book travel, including extras such as Airport Car Parking, Car Hire etc., through your appointed travel agency, Good Travel Management.

If we book the whole trip, from door-to-door, we can track and report on the whole trip to your company.

- ✓ Try to book flexible fares/rates that can be cancelled and/or amended for a fee

- ✓ Make sure Good Travel Management has your contact information to add to the booking
- ✓ If you have any concerns about travelling then speak to your Travel Manager, H.R. Department, Line Manager. They are there to support you and it goes without saying you can speak to Good Travel Management.

Before you Travel

- ✓ Share copies of your itinerary with your family, friends, or colleagues. Just so people are aware of where you're supposed to be
- ✓ Create a medical card/sheet showing any allergies you have, any medicines you're taking, blood-type, doctors' details, and emergency contact information etc.
- ✓ Make sure your phone is approved for international roaming (if required)
- ✓ Make sure you have a copy of your organisation's travel and medical insurance cover for whilst you are travelling and ensure they include any emergency contact numbers for both.
- ✓ Pack PPE, (Facemask, gloves etc.) sanitiser, wipes etc.
- ✓ Make sure you are aware of the check-in time for any flights. Airlines may want you to check-in much earlier than they previously would have.
- ✓ Check-in Online if possible
- ✓ Make sure you carry your own pen to sign any travel documentation such as hotel check-in form, car rental agreement etc.
- ✓ Take a pair of socks or slippers to wear in the hotel room
- ✓ Make sure you have completed any forms required to enter your destination
- ✓ Is a covid test required to enter a destination? Ensure you have yours booked.
- ✓ Do you have proof of vaccination (if required)?

Make sure you have contact details for:

- ✓ Your Travel Manager, H.R. Department, Line Manager including any "out-of-hours" numbers
- ✓ Good Travel Management Office number
- ✓ Good Travel Management Out of Hours contact number
- ✓ Emergency contact details for family and/or friends
- ✓ Contact details for the people/organisation you are visiting at your destination
- ✓

Travelling by Air

- ✓ DO NOT travel if you are feeling under the weather. Many airports and airlines are implementing temperature checks at various stages before boarding. If you “fail” any of these checks then you will not be permitted to travel.
- ✓ If possible, drive to the airport, using your own vehicle or hire car, rather than travelling by public transport
- ✓ Aim to get to the airport earlier than you normally would in anticipation for longer queues for entry to the car parks, terminals, check-in desks, security etc.
- ✓ Make sure you have a face covering as this will be a mandatory requirement for the majority of airlines
- ✓ Listen carefully for airport and airline announcements

Travelling by Rail in the U.K.

- ✓ Remember your face covering when travelling on all public transport. These may still be required both on the train and at the stations.
- ✓ If you do have to use a “paper” ticket you will need to hold the ticket up for the train manager to inspect
- ✓ Take some food with you as on-board catering may not be available.
- ✓ Maintain social distancing on the platform and in all station areas

When staying at a Hotel

- ✓ Do NOT travel if you are feeling under the weather. Many hotels are implementing temperature checks on entry to the hotel. If you “fail” any such check then you will not be permitted to enter the hotel.
- ✓ The hotel may contact you before your stay to conduct a pre-arrival registration to reduce face-to-face contact on checking in.
- ✓ If you can check-in online, then do so
- ✓ Avoid sharing an elevator with another guest or member of hotel staff
- ✓ Even though they might be open it is advisable to avoid communal areas such as Pools, Gyms and Business Centres.
- ✓ It is unlikely that you will be able to store luggage at the hotel after you’ve checked out so keep that in mind when planning your trip
- ✓ Check if the restaurant is available as some hotels will not be able to open theirs fully

When hiring a car

- ✓ Allow for more time when collecting your Car. Shuttle buses from airport terminals to Car Rental offices will be subject to social distancing rules and therefore unable to carry as many passengers as normal.
- ✓ Don't be afraid to check that your hire car has been fully cleaned, inside and out, and disinfected. If it hasn't then, refuse the car offered and request an alternative.
- ✓ Do not share the car with anyone else.

All travel providers have introduced additional hygiene and cleanliness measures to give people the confidence to travel again. Safety of travellers and their staff is always their top priority and whilst your first trip may not be as per it normally would have been, you can be sure that it will be as risk-free as possible.

Good Travel Management are in constant contact with all travel suppliers to monitor their response to Covid-19 and it's our job as your Travel Management Company to provide as much information as you or your travellers need to travel safely and with confidence.

Want to
know more?

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