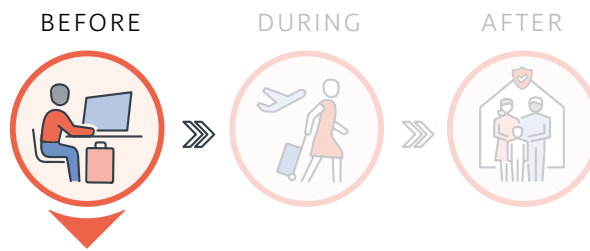


# CWT Traveler Checklist



## 1. PLAN

### Are you comfortable/do you feel safe traveling to this place?

Use this [interactive map](#) to view the trends in COVID-19 where you are going.

### Understand country entry/exit requirements

Some countries have established entry/exit requirements depending on the place of your departure. Check the requirements on [this website](#).

### Collect required documents

Bring required documents: passport, international travel certificate, health certificate (if required), etc. Information can be found on the [CIBT website](#).

### Research re-opening activities for destination

Before exploring beyond your hotel room and meeting space, check city-specific sites for your destination. For example, search "traveling to (city name) now," and you should get a COVID-19 specific site. ([Here](#) is New York City as an example.)

### Check health insurance coverage

Check with your insurance to be sure you are covered outside of your home country if medical assistance is required.

### Review company travel policy

Understand any COVID-19 related updates to your policy, and find out how to manage extended travel should the need arise.

## 2. PACK STRATEGICALLY

### Bring a safety kit

Include plenty of masks, hand sanitizer, and alcohol/disinfecting wipes. Check local security restrictions for carrying on hand sanitizer, as restrictions for carrying hand sanitizer in carry-on when flying may apply. Use alcohol wipes in flight.

### Pack snacks/food

Food options may be limited at the airport, in flight, and at your destination (some stores and restaurants may have reduced hours or decreased access in place). Packing food in checked luggage could mean your bag gets pulled/searched and/or goods could be confiscated so do not "over-do," and remember it is safest to pack pre-packaged items.

### Pack a color copy of your passport and driver's license (front and back)

This is just good practice, but keep the copies on your person and not in checked luggage.

### Pack extra clothes and/or clothes that can be easily laundered in case of quarantine

You may need them in the event that you fall ill or are quarantined for any reason.

### Pack extra medication for up to three weeks

Even if you are feeling confident you will be back as planned, bring extra medication. Also bring a doctor's note, as some countries verify limits of medications that can be brought in.

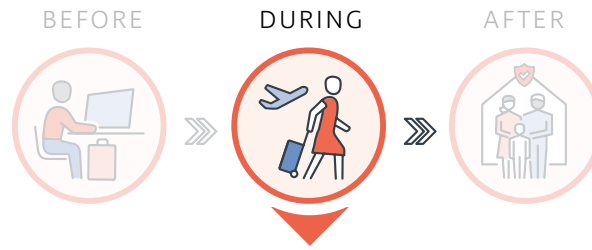
### Pack comfortable shoes/clothing

Whenever possible, walk to and from your destinations (offices, restaurants/grocery stores, etc.), as statistics indicate COVID-19 is less likely to spread in outdoor areas where social distancing is possible.

### Pack your own work equipment

Bring your own laptop, tablet, projector, charging cables, mouse, keyboard, etc. (as needed). Upload files for works-in-progress in case you are unable to return as planned.

# CWT Traveler Checklist



## 1. LOGISTICS

### Consider various ground transportation options in advance

Options to get to the airport or train station might vary depending on your situation.

### If using long-term parking, research options/policy; if your trip is extended due to illness or quarantine, what will happen to your car?

Leave spare keys with a friend or relative and do not pre-pay with credit card in case your vehicle needs to be retrieved.

### If using ride-sharing or a taxi, wipe down surfaces and open windows if possible

### Allow extra time at the airport or station

Allow extra time to navigate longer lines airports. Biosecurity measures during boarding, customs and other areas may take more time than usual.

### If you are being taken to the airport/station:

Be prepared to enter the terminal building alone and have valid boarding pass/reservation available to present if needed. Non-traveling companions will not be allowed to enter with you.

## 2. EN ROUTE

### Check flight information (some flights are cancelled with very short notice)

Check your [airline website](#) the evening prior and 5 hours prior. The [OAG website](#) gives you the last airline schedule changes.

### If traveling by train or ferry, check information before departure

Check COVID-19 related requirements and schedules.

### Check origin and destination airport information

Have a look at the [airports' websites](#), which will offer valuable information for travelers. Wipe down surfaces—seats at airport, arm-rest/tray table on aircraft, etc.

Most airlines require face masks but may not provide them. Bring your own masks!

Bring your own beverages (and snacks). Plan ahead with pre-packed snacks, and purchase beverage at airport prior to boarding. You will likely not have beverage service on your flight.

Upon landing at destination, remain seated and await crew instructions. Deplaning rules vary by airline and destination. Observe protocols in place to avoid concentration of people while exiting the aircraft. Your crew will provide appropriate instruction.

**No matter where you are in your journey, three important reminders:**

**1.**  
Wear  
a mask



**2.**  
Practice  
Social  
Distancing

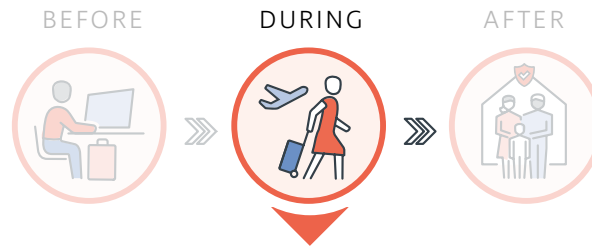


**3.**  
Wash  
your  
hands



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# CWT Traveler Checklist



## 3. UPON ARRIVAL

### If being picked up by friends, relatives or associates, arrange a pick-up point outside of the airport building

Non-travelers may not be allowed to enter arrival terminals.

### Rental car

Check the [car rental agencies' COVID-19 policies](#).

#### Wipe down surfaces

Disinfect steering wheel, vehicle controls, dashboard, seat-belt release, etc.

#### Drive with windows open

Allow fresh air to circulate throughout the space.

### Understand and abide by local COVID-19 protocols

#### In some locations, you might be subject to quarantine or isolation

Research and familiarize yourself with local and regional restrictions.

#### Research what's open, what's not, and what options are available

Some businesses may have limited hours during the pandemic. Research food options to find out if you can dine in, if outdoor dining is available, and/or if establishments offer contactless delivery.

## 4. THE MEETING SPACE

### Are masks required?

For your safety and the safety of others, masks are recommended in public spaces. Research the policies in place at the office/meeting space you'll be visiting to ensure you're comfortable with the level of precautions they're taking. In addition to wearing face masks, the WHO has recommended [simple safety measures](#).

### Does space allow for social distancing?

### Will meals be served?

If meals will be available, consider requesting pre-packaged options in lieu of buffet-style service.

## 5. AT HOTEL

### Check your destination hotel website to ensure confidence in sanitization, food availability etc.

[Hotel chain websites](#) let you drill to to specific property locations to learn more.

### Is contactless check-in available?

### Wipe down all commonly touched surfaces

Disinfect door handles, remote control, coffee maker, light switches, etc.

### Call ahead to find out status of hotel services

Health protocols may be in place that impact fitness centers, dining, room service, business centers, and other services you typically use while traveling.

# CWT Traveler Checklist



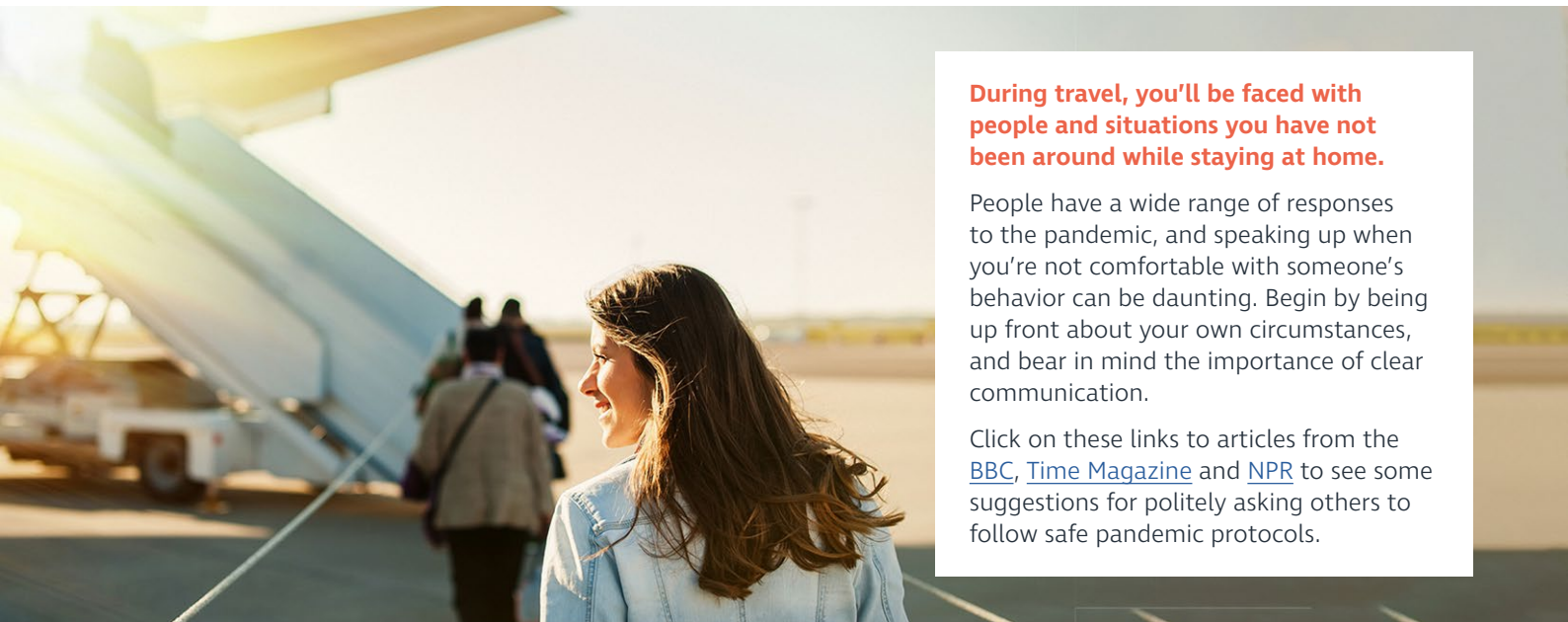
## 1. LOCAL REQUIREMENTS

- Understand your home area's requirements following domestic and/or international travel**

Find out more on [IATA's website](#).

## 2. AT HOME

- Wash and sanitize clothing, bags, work equipment, etc.**



**During travel, you'll be faced with people and situations you have not been around while staying at home.**

People have a wide range of responses to the pandemic, and speaking up when you're not comfortable with someone's behavior can be daunting. Begin by being up front about your own circumstances, and bear in mind the importance of clear communication.

Click on these links to articles from the [BBC](#), [Time Magazine](#) and [NPR](#) to see some suggestions for politely asking others to follow safe pandemic protocols.

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