Coronavirus -Enhanced Travel Considerations V1 (11 March 2020)

Using up to date information, consider your destination and update your travel arrangements accordingly. This enhanced assessment is based on WHO advice. If you require additional support, please contact the Health and Safety Team via [safety@exeter.ac.uk](mailto:safety@exeter.ac.uk)

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| **Destination:**  **Date of travel:**  **College:**  **Department:** |
| **Matters to consider** |
| **Staff** |
| Are any staff that are disinclined to travel? |
| If yes, will this have an impact on the staff to student ratio? |
| If yes, can alternative staff be identified who are willing to travel? |
| Are any staff intending to travel who are at a higher greater risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)? |
| Other considerations: |
| **Students** |
| Are there any students that are disinclined to travel? |
| Do any students have any underlying health conditions which may make them susceptible to infection? (e.g. medical conditions such as diabetes, heart and lung disease)? |
| Other considerations: |
| **Planned Destination** |
| Is the country or region within affected by COVID-19? |
| Using the John Hopkins Tracker, review the country Coronavirus situation.  <https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6> |
| Have you checked the latest Foreign Office Travel Advice for your destination?  <https://www.gov.uk/foreign-travel-advice> |
| Considering the FCO guidance on Health - does the FCO Travel Advice state any restrictions, local arrangements or closures that you need to take into account? |
| Check the travel advice for the destination country via the destinations local travel advice |
| Does the Government embassy or consulate have any additional local advice against travel or restricting movement within country/region? |
| Can it be assured that staff/students comply with instructions from local authorities where they are traveling? |
| Has the receiving destination confirmed the travel can go ahead? |
| Is the destination affected by any local shut down or closure, including schools / Universities? |
| If part of a multi-destination trip, please consider all elements of the trip and consider the implications of travelling from one to the other (any restrictions?) |
| Other considerations: |
| **Entry Requirements (Country/Region)** |
| Have country entry requirements changed e.g. visas required? |
| Can additional documentation be obtained by the traveller prior to intended departure date? |
| Have countries stipulated the need for travellers to carry personal protective equipment (PPE) or respiratory protective equipment (RPE)? |
| If yes, can you make provision of such equipment for every traveller? |
| If PPE is required by the receiving country, will every traveller know how to wear the PPE to gain maximum protection it offers? |
| Other considerations: |
| **Airlines and Airports** |
| Is the airline continuing to travel to your intended country/region? |
| Are there additional control measures within airports at destination and during transit? |
| Are travel plans likely to be delayed/disrupted? |
| Do you have mitigation arrangements in place if you are unable to reach your destination? |
| Other considerations: |
| **Medical Advice and Provisions** |
| All persons intending to travel should seek to provide advice to staff/students prior to departure? |
| WHO recommend small bottles (under 100 CL) of alcohol-based hand rub to facilitate regular hand-decontamination during travel |
| Can arrangements be made to encourage staff/students to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing? |
| Can staff and student be informed of what to do and who to contact if they feel ill while traveling? |
| Other considerations: |
| **Country Medical Infrastructure** |
| Have you gained information on the in-country medical infrastructure? |
| Is the existing medical infrastructure already at capacity? |
| Have you considered how staff / students will access healthcare if needed? |
| Other considerations: |
| **Quarantine requirements** |
| Consider how staff/student would self-isolate when travelling what arrangements could be made to enable this? |
| Have you considered the likely implications if staff/students are unable to depart from a destination? |
| Have you considered the likely implications if staff/students require self-isolation on return to the UK? |
| Bookings and Reservations (*financial implications*) |
| Have flights been booked? |
| Has payment been made for flights? |
| Has accommodation been reserved? |
| Has payment been made for accommodation? |
| Can cancellations be made without incurring costs? |
| Will cancelling flights or accommodation incur costs? |
| Has the Insurance Office been informed of your travel plans? |
| Has the Insurance Office confirmed that insurance is in place for this trip?  ***Note:*** *If the host destinations are considering cancelling or are currently closed, the reason for travel has been removed and is beyond the control of the University, insurance cover may be in place. Insurance cover alone should not be the primary consideration when deciding whether to travel (or not).* |
| Teaching / Learning Requirements |
| Does this teaching element need to be delivered outside of the UK? Can learning be achieved within the UK? |
| Can this trip be postponed or deferred to a later date? |
| Research Requirements |
| Does the researcher need to obtain the data via face to face meetings etc.? |
| Does the researcher need to travel outside of the UK? |
| If yes, can travel plans be postponed or deferred to a later date? |
| Can research data be obtained using alternative methods? |
| Have you considered the impact on research staff/students if they need to self-isolate on return to the UK? |
| Have you considered the impact on completion of the research grant if delays in obtaining data or final submission of findings is necessary? |
| Business Travel |
| Do staff need to travel outside of the UK to meet their aims? |
| Can staff reach their goal by other means e.g. technology? |
| Have you considered what impact not travelling to an event will have e.g. conference, meeting, trade fair etc.? |
| Can goals be achieved whilst the individual remains within the UK? |
| Can business data be obtained using alternative methods? |
| Have you considered the impact on the team if staff need to self-isolate on return to the UK? |
| Have you considered the impact on business if delays in obtaining data is necessary? |
| **Outcome:** Please confirm your decision on continuation or cancellation of this trip. Please pass information to your College Exec Group. If a decision remains outstanding on cancellation, please raise to DCO. DCO to Silver Team. |