

# Post COVID-19

## Pre-travel safety checklist



You may be eager to get back on the road or be anxious about what traveling will look like in the post COVID-19 world. At Egencia, we want to help you get ready and feel protected to travel with confidence when the time is right.

**Review this checklist to find out what you need to consider to feel informed, empowered and supported before traveling.**



## Before setting off

- ☐ Only book your trip using the company approved Travel Management Company (TMC)
- ☐ Check the travel information for the countries you want to visit
- ☐ Book flexible rates that can be canceled easily
- ☐ Rent a car and drive to your destination instead of flying or taking public transport
- ☐ Pack personal protective equipment (PPE), sanitizer and wipes
- ☐ Share a copy of your itinerary with family or friends in case of an emergency
- ☐ Update your personal information on your TMC's travel profile
- ☐ Take a medical card – this should include blood type, allergies, required medications, and emergency contact information
- ☐ Make sure your phone is approved for international roaming. And make sure to save local emergency numbers.
- ☐ Check with your travel manager of any new protocols that have been introduced to ensure your safety while traveling
- ☐ Ensure you are receiving notifications through your mobile app on any upcoming changes to your trip
- ☐ Don't be afraid to voice any concerns to your travel manager – they are here to support you. Make sure you know how to reach them if there is a travel issue





## Traveling by air

Airlines are introducing new hygiene and cleanliness measures. These measures will help to give you the confidence to fly again, when appropriate.

### What you need to know:

- ☐ Many airlines are looking to implement temperature checks for travelers entering and traversing airports, so be sure to avoid traveling if you're feeling under the weather, as you may not be permitted to travel
- ☐ Get to the airport earlier than you normally would and expect there to be longer queues
- ☐ Airlines may not be serving food for the time being, so take a meal on-board long-haul flights to avoid feeling hungry
- ☐ Listen out for preflight announcements

"Customers will have even higher expectations for clean planes and airport facilities, a task we already embarked on, and will continue implementing beyond COVID-19."

— Fouad Mehdaoui, digital agency program manager, Delta





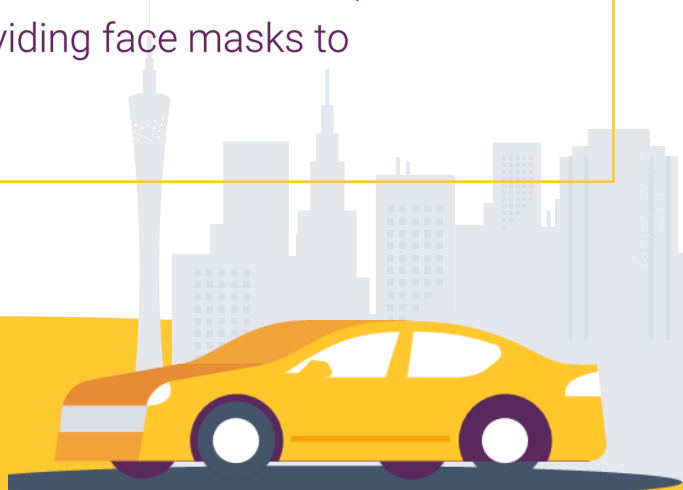
## Car rental

Car rental companies are constantly monitoring the COVID-19 situation. From no-contact pick-ups and drop-offs, to updated cleaning processes, they are taking multiple measures to prevent the potential spread of the coronavirus and offer the best possible protection for you.

### What you need to know:

- ☐ Find out the car rental company's policy on cleanliness before hiring
- ☐ Ensure your car rental has been cleaned inside and out with disinfectant – don't be afraid to ask
- ☐ Follow protocol at the car rental branch to maintain social distancing
- ☐ Avoid ridesharing for now

SIXT has introduced further safety measures including limiting the number of employees and customers in a location; perspex counter screens and providing face masks to employees in all SIXT locations.





## At the hotel

The hotel experience is changing due to COVID-19. From now on, a hotel's defense against germs will begin before a guest even walks into reception. The new experience could signal many changes, from automatic sliding doors to bellhops wearing PPE.

### What you need to know:

- ☐ Check the hotel's health and hygiene requirements before booking. Hotels may expect guests and visitors to be screened for temperature checks as they enter the hotel
- ☐ Hotels are looking to implement pre-arrival registration to minimize personal contact in communal areas – don't be surprised
- ☐ Expect to see more cleaning and sanitizers available within communal areas. Best to keep your own sanitizers just in case

"The safety of our guests and staff is our top priority at all times and health, hygiene, and safety procedures at Nordic Choice Hotels are 100% compliant with the National Health Department's instructions. We've had a strategy for several years... this includes an app for checking in and out, which features a mobile room key, in addition to check-in stations at the hotels and chat function in hotel rooms for room service, etc."

— **Kari Bente Lehmann, distribution and key account manager, Nordic Choice Hospitality Group**



## Traveling by rail

Rail companies are doing more to ensure trains and stations are clean. New initiatives include a greater focus on cleaning high-touch areas in trains and at stations, increasing the use of anti-viral cleaning products, and ensuring toilets are well stocked with soap and water. Several rail companies are also making it as easy as possible to rearrange travel plans as needed.

### What you need to know:

- ☐ Wear your PPE while traveling on public transport
- ☐ Avoid contact at ticket barriers if possible
- ☐ Expect train managers to request you hold your ticket up for inspection whilst on-board
- ☐ Bring your own packed lunch as there might not be any on-board catering
- ☐ Avoid waiting for your train in the crowded waiting areas and maintain social distancing on the platform





# Safe travels



## Need support?

If you need further support to help you plan your business travel, take a look at some [additional resources here](#).

If your business does not have a TMC in place, ask your travel manager to speak to a [specialist at Egencia](#) who can offer advise.

