

# Pandemic Travel Protocol

## Purpose

The purpose of this protocol is to provide procedures for the health and safety of EHS Support personnel during travel. The intent is to prevent exposure to contagions that may cause illness and to prevent the spread of the same if infected.

## Definitions

<b>CDC</b>	Centers for Disease Control
<b>Day Trip</b>	Travel is local, meaning the employee can commute round trip and complete all work in less than 12 hours.
<b>Multi-Day Trip</b>	Field work that lasts longer than one day and includes stayover.
<b>Pandemic</b>	A global outbreak of a disease.
<b>POV</b>	Personally-owned vehicle.

## Precursors to Travel

- Field work must be approved in accordance with the COVID-19 Guidance.
- Employees will include the following in their daily essentials: hand sanitizer containing at least 60% alcohol, disinfecting wipes, disposable gloves, a pen, and a digital oral thermometer.
- Field personnel should self-check themselves for symptoms daily prior to work (See CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html> for self-check and HASP for corresponding symptoms per pandemic contagion).

## Day Trip

Determine if employee(s) can drive instead of flying. Obtain additional expense approval from project manager and client. If approval is not granted, an evaluation will be made to determine if that work is critical enough for us to perform. If not, work may need delayed.

## Driving

- Travel is local, meaning the employee can commute round trip and complete all work in less than 12 hours.
- POV should be driven to avoid rental vehicle and rental vehicle centers.
- If a rental vehicle is necessary, take these steps to avoid exposure:
  - Reserve rental vehicle through National/Enterprise Car Rental. Ask for delivery service to minimize foot traffic at the rental location.
  - If rental vehicle is required for more than one week, rent the vehicle for the entire time.
  - Skip counter if possible. In the event counter check-in is necessary:
    - Apply social distancing as much as possible.



- Use personal pen for signatures. If use of touch pad is required, immediately disinfect hands after contact with touch pad.
- Upon entering car: Wipe down all contact surfaces with disinfecting wipes (including keys and fobs). Allow the disinfectant to stand for 3-5 minutes.
- Once vehicle has been disinfected, dispose of wipe(s) into a trash receptacle and then wash hands or use hand sanitizer.
- No passengers are permitted in rental vehicle. Family members are not permitted in rental vehicle.
- If more than one EHS Support employee will be on site, separate cars must be used. Additional expense must be approved by client. If approval is not given, conduct further evaluation if work is urgent and cannot be delayed.

When fueling vehicle:

- Pay at pump when possible.
- When handling filling equipment use disposable gloves, or paper towel to hold the dispenser.
- When finished filling vehicle, open door to vehicle, remove gloves/paper towel, place in garbage receptacle, and use hand sanitizer for at least 20 seconds prior to entering the vehicle.

## On-Site

Check in with PM (or designee) upon arrival to site. If it is a solo worker project, check in with PM (or designee) on scheduled intervals, such as 0900, 1200, and 1700. Check in should be performed by telephone call and not by text message or email. If PM (or designee) cannot be reached by phone, the next person in line shall be contacted until verbal check in is complete.

If you begin to feel sick, notify the PM (or designee) immediately.

## Multi-Day Trip

If possible, the employee should drive. Try to budget additional travel time to allow for driving. If client does not approve, conduct further evaluation if work is urgent and cannot be delayed. Follow guidelines for Day Trips.

## Flights

- All air travel will need to be approved by the leadership team.
- Major airlines stated they have instituted more thorough cleaning procedures and 'deep clean' protocols in response to the pandemic virus as well as overnight disinfection due to the COVID-19 pandemic.
  - Try to book early morning flights as to be on a plane that has been freshly disinfected.
- TSA is allowing one liquid hand sanitizer container up to 12 ounces per passenger in carry-on bags until further notice. All other liquids will still fall under the 3.4 ounces carried in a one quart-size bag. Disinfecting wipes are permitted with any restrictions.



- Complete online check-in prior to arrival to airport.
- Upon arrival to airport, take the following steps to minimize exposure if possible:
  - Park within walking distance to terminal. If a shuttle bus is necessary, allow for seating separation between others.
  - If touchscreens are used, wash or disinfect hands after use.
  - Use paper towels in the rest rooms, if available.
  - Keep distance at food counters and pay with credit card, if possible.
  - Allow for seating separation between others.
- Upon entry to plane, take the following steps to minimize exposure if possible:
  - Disinfect contact areas of seat using disinfecting wipes.
    - Seat
    - Seatbelt
    - Arm rests
    - Tray table
    - Overhead light switch and air vent
    - If using air vent, position vent from blowing directly onto face.
- Disinfect handles of luggage when retrieving from carousel by using disinfecting wipes.

### Lodging

Consideration should be given towards stay in Airbnb (single residence dwelling). Ask for details of cleaning and disinfecting procedures prior to booking an Airbnb or room at a major hotel. If personnel will be staying in a hotel:

- Opt for a hotel that offers remote check-in, if possible.
- Utilize a Bluetooth key, if offered.
- Pack pillow, if practical.
- Maintain social distancing and cordially decline handshakes
- Use personal pen if signatures are required
- Use object to push elevator buttons. Refrain from entering elevators with several people.
- Upon entrance into room, employee should do the following to disinfect the room:
  - Wipe down contact surfaces in room, and bathroom, with disinfecting wipes, allowing the disinfectant to stand for 3-5 minutes.
  - Remove comforter and duvet from bed, as these are often not washed between guests.
  - Avoid couches and cloth chairs.

### Dining

Consideration should be given towards dining options or food availability near the Site.

- Avoid eating or drinking in bars, restaurants, and food courts. Bring food prepared from home or order takeout or delivery.
  - Once takeout or delivery is brought into your room, wash hands and take food immediately out of the bag. If the bag has been placed on hard surface, immediately disinfect the surface.
- If entrance to dining establishment or convenience store is necessary:



- Order from the attendant or touch screen and do not choose self-serve items and baked goods from cases (coffee, fountain drinks, donuts, muffins).
- Practice social distancing.
- Use credit card for purchase.
- Immediately use hand sanitizer upon leaving.

## Public Transportation

Public transportation agencies have instituted rigorous cleaning scheduled to prevent the spread of infectious disease. Public transportation should be avoided if possible. For instances where public transportation is necessary:

- Wipe down surfaces if you need to touch them.
- Practice 6 ft. social distancing by taking transit with less people or at less popular routes and times.
- Immediately wash hands or use hand sanitizer after ride.