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 or you can view requirements on the myCWT mobile app.

☐ 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.

☐ Download travel app (myCWT™) and/or make sure to bring important travel contact info
   Have information easily accessible in case you need to make adjustments to your trip en route.

☐ 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.

The information and links on this checklist are meant to provide some information on the subjects discussed. References to various websites are provided for informational purposes only and do not constitute endorsement of any websites or any particular information or advice on any website. Readers must be aware that the third-party comments and recommendations on the websites listed may change and are the content and ideas and suggestions of the third-party source and not CWT.
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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BEFORE DURING AFTER

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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.

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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.