



# TRAVELLERS' CHECKLIST

Are you prepared for your next business trip?

## BEFORE TRAVELS

1. Are you aware of all entry requirements at your destination? (i.e. local restrictions, COVID-19 testing and quarantine/isolation)
2. Do you know the medical and security risks of the country you are travelling to?
3. What is the COVID-19 exposure at your destination?
4. Are your travel vaccinations and medications up to date for the country you will be travelling to?
5. Could you be an at-risk profile by the nature of your person or by your behavioral habits?
6. Do you know what to do and who to call in case of a medical and/or security emergency?
7. Are your clothes adapted for this trip?
8. Are your IT tools travel ready? (i.e. software updates, carrying no sensitive information, change password)

## WHILE TRAVELLING

1. How are you going to travel locally. Are public transport and shared economy services safe?
2. Did you check the local news lately? Is there some particular at-risk political or social situation happening?
3. Do you pack spare clothes in your hand luggage (i.e. underwear, sweater)?
4. Do you know what to do if you find yourself in an at-risk situation (robbery, terrorist attack, natural hazard)?
5. Do you know what to do if there is a situation with no communication capabilities?

## AFTER TRAVELS

1. Did you witness or were you the victim of a disturbing and/or shocking situation? Did you speak about it with human resources?
2. Have you been provided with mental health support?
3. Were you in a situation that could have affected your IT tools (i.e. laptop virus, use of unknown or gifted USB key, unsafe surfing)? Did you contact your IT team?
4. Did you face a situation where you could not reach out to your management? Did you speak with them about it?

## QUESTIONS?

Contact us here: [switzerland@internationalsos.com](mailto:switzerland@internationalsos.com)

**PATH TO SAFE TRAVEL**  
Learn more how International SOS can prepare, support and assist you:  
[www.internationalsos.com/web-enquiry-form](http://www.internationalsos.com/web-enquiry-form)

**TRAVEL RISK MAP**  
For further information please access the S-GE webpage country guide:  
[www.s-ge.com/de/travel-risk-map](http://www.s-ge.com/de/travel-risk-map)

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# COMPANY'S CHECKLIST

Are you prepared to send your employees on a business trip?

## BEFORE TRAVELS

1. Is your travel policy up to date and does it address all of your mobile workforce profiles and travel economies?
2. Do you review and update your travel policy with relevant stakeholders regularly?
3. Are your travellers aware of medical/security risks related to their trips?
4. Have you provided your travellers with up to date medical and security information about the country they travel to, including the health screenings they may face?
5. Have you taken into consideration national and international restrictions, the respective security environment and healthcare capabilities?
6. Are you constantly monitoring any country specific requirements i.e. vaccination status and COVID-19 testing, if relevant? Are you monitoring COVID-19 ongoing transmissions?
7. Do travellers have the mental resilience to manage longer quarantine periods, should they get stuck?
8. How do you assess country risks and COVID-19 related risks and how often do you reassess them?
9. Are you prepared for increased medical risk and security implications?
10. Have you clearly communicated risks to stakeholders for all upcoming travels?
11. How do you provide awareness about cyber travel risk? What measures are in place to protect your firm from these risks?

## WHILE TRAVELLING

1. Can you communicate with your travellers in case of a major local incident alert?
2. How do you manage an unplanned last minute change of itinerary?
3. Do your travellers know what to do in case of a no-communication capabilities situation or should they get stuck?
4. Is your crisis management staff trained for all scenarios and are your procedures and plans up to date? How is the board involved if a situation arises?
5. Can you activate a medical and security emergency support 24/7?

## AFTER TRAVELS

1. Do you get feedback from your travellers when they return from at-risk countries? How do you develop this trust relationship with your travellers?
2. Do you proactively take actions after an incident has been reported to you?
3. How do you communicate internally to your employees and to the board, about the best and worst practices related to travel risk?
4. Have you planned mental health support for your travellers?

## QUESTIONS?

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## SWISS EMPLOYMENT LAW

Under Swiss employment law, Article 328 of the Swiss Code of Obligations, an employer's overall duties are as follows:

- Duty of information,
- Duty of prevention,
- Duty of monitoring / ensuring the rules are followed
- and duty of intervention.

## RISK ASSESSMENT

Curious to find out how your standards compare to best practice? Complete the Travel Risk Assessment: [assessmyrisks.com/s-ge](https://assessmyrisks.com/s-ge)

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