



## Are you prepared for your next business trip?

### BEFORE TRAVEL

1. Are you aware of all entry requirements for your destination? e.g. local restrictions, COVID-19 testing/quarantine/isolation
2. Do you know the medical and security risks of the location 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 location you will be travelling to or through?
5. Are you mentally and physically in a good place prior to travel?
6. Could you be considered to have an at-risk profile in your destination location?
7. Do you know what to do/who to call in case of a medical and/or security emergency?
8. Are your clothes appropriate for the destination?
9. Are your IT tools travel ready – software updates, no sensitive information, change password?

### WHILE TRAVELLING

1. How are you planning to travel locally at your destination – are public transport/shared services safe?
2. Are you keeping up to date with the news at your destination? Is there a potentially risky political or social situation?
3. Have you packed spare clothes and medication in your hand luggage?
4. Do you know what to do if you find yourself in an at-risk situation – e.g robbery, terrorist attack, natural disaster?
5. Do you know what to do if there is a situation with a loss of communication?

### AFTER TRAVEL

1. Did you witness or were you a victim of a disturbing or shocking situation? Did you contact HR?
2. Have you been provided with mental health support?
3. Were you in a situation that could have affected your IT equipment or software (e.g. virus, use of gifted USB key, unsafe surfing)? Have you notified your IT team?
4. Did you face a situation where you were not able to reach out to your management? Have you spoken to them about it?

### QUESTIONS?

Contact us – <https://www.internationalsos.com/get-in-touch>



#### SAFE TRAVEL

Learn more about how International SOS can prepare, support and assist you:

[www.internationalsos.com](http://www.internationalsos.com)

#### TRAVEL RISK MAP

For further information on destination specific medical, travel and COVID-19 risks, visit

[www.travelriskmap.com](http://www.travelriskmap.com)



# ORGANISATION CHECKLIST

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

## RISK ASSESSMENT

Curious to know how your standards compare to best practice? Complete the travel risk assessment:  
[assessmyrisks.com/ISO-31030](https://assessmyrisks.com/ISO-31030)

### BEFORE TRAVEL

1. Is your travel policy up to date and does it address all of your mobile workforce requirements?
2. Do you review and update your travel policy with relevant stakeholders regularly?
3. Have you provided your travellers with up to date medical and security information about their destination, including the health screenings they may face?
4. Have you taken into consideration national and international restrictions, the security environment and healthcare capabilities?
5. Do you constantly monitor any destination-specific requirements, e.g. vaccination status and COVID-19 testing, if relevant? Are you monitoring COVID-19 transmission rates?
6. Do travellers have the mental resilience to manage delays in mobilising, demobilising, being required to quarantine for extended periods, or to deal with any unforeseen circumstances?
7. How do you assess location risks and COVID-19 related risks and how often do you reassess them?
8. Are you prepared for any increased medical or security risk?
9. Do you provide awareness about the risk of corruption of IT resources while travelling? What measures are in place to protect your firm from these risks?

### WHILE TRAVELLING

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

### AFTER TRAVEL

1. Do you get feedback from your travellers when they return from at-risk destinations? How do you develop a relationship of trust to allow your travellers to share any concerns?
2. Do you proactively take action after an incident or situation has been reported to you?
3. How do you communicate internally to your employees about best practice relating to travel risk?
4. Have you planned mental health support for your travellers?

### QUESTIONS?

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