Travel Policy

This Policy applies to all workers and contractors students who are required to travel for business, on company funds. The Policy includes air travel, accommodation and car hire.

This Policy has been developed to ensure that:

- Travel practices support the safety and wellbeing of the individual traveller; and that risks associated with travel have been assessed.
- The organisation meets its duty of care to workers and contractors while they are travelling;
- Travel is adequately planned;
- Travel practices and procedures are appropriately documented;

The organisation has a duty of care to its travellers to ensure their safety and wellbeing at all times. It is the traveller's responsibility whilst travelling to be mindful of potential risks in the local area and to act in a manner that will minimise harm.

Prior to travel been authorised the organisation must check the *Smarttraveller* and *SafeTravel* website to ensure that travelling to that country is safe to do so.

The current information regarding countries of travel is listed below however it is important that this information is updated regularly:

Country transmission risk assessment

Higher risk: Mainland China (excludes Hong Kong, Macau and Taiwan), Iran, Italy, Republic of Korea

Moderate risk: Cambodia, Japan, Hong Kong, Indonesia, Singapore, Thailand and Mongolia

If you are arriving in Australia from Italy, you must present for health screening at the border as directed. Unless you are instructed to, you do not need to isolate at home.

WHAT TO DO BEFORE YOU TRAVEL

If you are sick you should delay or avoid travel to affected areas, in particular for elderly travellers and people with chronic diseases or underlying health conditions.

Once the travel has been approved there are a number of things that will need to be done prior to leaving for your destination. These include:

- If you are travelling with young children babies or an elderly person; if you're pregnant; if you have a weak immune system, or have a chronic medical condition you will need to talk with your doctor prior to leaving. Follow all of your doctor's instructions.

- Read the travel advice for your destination and for the countries you need to transit through to get there, and get home. Website such as *Smarttraveller*, *Department of Foreign Affairs and Trade*, and *SafeTravel* are updating their websites regularly. There is a heightened risk of sustained community transmission in some countries.

- If your travel has been booked through a travel agent, airline, cruise operator, accommodation provider or travel insurance provider then you will need to check with them to consider your options regarding any potential changes in services. Some insurance schemes will not cover additional costs due to coronavirus.

- Understand the risks you're taking and that efforts to control the spread of COVID-19 may cause further travel disruptions and restrictions.

- Lists of nearest medical centres and hospitals along with travel routes and ways to transport personnel.

- Updated staff contact list including next of kin details.

- Leave an itinerary with someone, either a person from work or a family member, so that people know where you are at all times.

- It is recommended that you subscribe to the *Smarttraveller* and *SafeTravel* website to receive regular travel updates.

WHAT TO DO WHILE YOU ARE AWAY

Whilst travelling the best control will be to minimise your risk of exposure, and this can be done using the following methods:

- Ensure that you practice good personal hygiene to protect you against infections. Good hygiene includes:
  - Washing your hands often with soap and water for 10 to 15 seconds. If you don't have access to water can clean your hands with waterless products, which are available from most pharmacies. Alcohol-based hand rubs are preferred if hands are not visibly soiled.
  - Before travelling purchase travel packs of hand sanitiser and carry them with you at all times.
  - Use a tissue and cover your mouth when you cough or sneeze, or cover your nose and mouth with a flexed elbow or paper tissue when coughing or sneezing. Ensure you dispose of the tissue immediately and wash your hands.
  - Refrain from touching mouth and nose
  - Avoiding close contact with others, particularly if they are unwell
  - Follow the advice of local authorities and read more about protective measures against coronavirus on the *Smarttraveller* and *SafeTravel* websites.
  - Ensure that you monitor your health closely. If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath), arrange to see a doctor for an urgent assessment and follow the advice provided by the doctor or medical practitioner.
  - You don't need to wear a face mask if you're well. Surgical masks in the community are only helpful in preventing people who are infected with coronavirus from spreading it to others. However, if you are travelling in an affected country, you must follow the advice of local authorities.
  - If you contract the virus then you will need to isolate yourself to prevent it spreading to other people.
  - Try to avoid travelling to markets where live animals are located as this will reduce the risk of transmission

WHAT CAN'T I EAT WHEN TRAVELLING?

There has been no reported link between food and COVID-19; therefore most foods should be safe to eat. As for any travel, travellers are advised to follow proper food hygiene practices, including:

- Wash your hands before handling food and often during food preparation
- Wash your hands after going to the toilet
- Wash and sanitise all surfaces and equipment used for food preparation
- Protect kitchen areas and food from insects, pests and other animals
- Use safe water (bottled water) or treat it to make it safe
- Choose foods processed for safety, such as pasteurized milk
- Wash fruits and vegetables, especially if eaten raw. If in doubt don't eat foods that have not been cooked.
- Separate raw meat, poultry and seafood from other foods
- Use separate equipment and utensils such as knives and cutting boards for handling raw foods

If you are unsure then don't consume the food.

WHAT TO DO WHEN YOU RETURN HOME

If you feel unwell after you return home or if you develop symptoms while travelling or within 14 days of returning to Australia you must contact a doctor, medical practitioner or hospital immediately. Major hospitals in the various states have set up 'Screening Clinics' where personnel who have symptoms compatible with COVID-19 may present, however you are asked to call the hospital before doing so. In addition if you presenting at a doctors clinic call the doctor's clinic before you arrive and advise them of your travel history.

If you are travelling and feel unwell you need to advise your travel provider immediately. Airlines must report passengers on board showing signs of an infectious disease, including fever, sweats or chills. If you appear to be unwell you will be met on arrival by biosecurity officers who make an assessment and take necessary actions, such as isolation and referral to hospital, where required.

Travellers returning from affected areas should self-monitor for symptoms for 14 days and follow national protocols of receiving countries. Some countries may require returning travellers to enter quarantine.

Resources:

Smarttraveller Australia

https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19

SafeTravel NZ

https://www.safetravel.govt.nz/

Australian Government Department of Health

https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors

World Health Organisation

https://www.who.int/emergencies/diseases/novel-coronavirus-2019

Department of Health – Victoria

https://www.dhhs.vic.gov.au/coronavirus

WorkSafe NZ

https://worksafe.govt.nz/topic-and-industry/work-related-health/workplace-preparedness-for-novel-coronavirus/

Ministry of Health

https://www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/workplace-infectious-disease-prevention