

 BLUE SKIES AHEAD

POLICY CHECKLIST

FOUNDATION

POLICY

- Permissible travel has been defined.
- Policy alterations have been communicated.
- We have determined when / how our employees can travel.
- We have defined how our internal operations will approve who can travel:
 - Business traveler has permissible reason to travel.
 - Assessed other elements of our travel policy for changes (i.e. airfare caps/ride-share).
 - Employees are aware of any required documentation to travel.
 - Employees are aware of their right to veto travel.
 - Permissible groups & meetings guidelines have been outlined.
- We have considered restricting the volume of people traveling.
- We have amplified the importance of travel policy compliance.
- We have evaluated the risk vs. reward of the sharing economy.

TEAM

- We have defined the leads responsible for the various response sectors of our company (i.e. Human Resources, risk management, financial, etc.).
 - Outlined continual review structure for key travel policy criteria due to fluid industry changes.
 - We've evaluated the roles & responsibilities necessary to adapt to a post-pandemic response policy.
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SOURCING & SERVICES

- Vendors have established health and safety regulations.
- We have assessed whether our preferred vendors remain the best option for travel arrangements.
- The necessary carriers are operating on the routes needed.
- We have a reliable source of vendor communications to address real-time changes/updates.
- We are encouraging ground transportation that minimizes traveler touchpoints (i.e. car services vs. public transportation).
- We have assessed whether our preferred vendors remain the best option for travel arrangements.

KEY COMMUNICATIONS

- We have a system in place to collect and address on-going feedback, establish expectations and help further traveler readiness.
- We have designed an internal process to continually update internal and external stakeholders of travel impacts.
- We have the necessary IT and data security infrastructure to support communication efforts and drive further compliance.

SAFETY & WELLBEING

- We are aware that new health tests may need to be conducted before, during & after each trip.
 - We are aware of any mandated health certificates required to confirm traveler wellness. Travelers are all equipped with proper PPE and are informed of health and safety travel guidelines.
 - All insurance coverage has been evaluated for validity.
 - Proper protocol for risk management is in place should the virus be contracted during travel.
 - We have discussed and considered new data points needed to support our improved travel policy.
 - We've consulted with the appropriate Human Resources and data security teams to understand what personal information is permissible to be tracked.
 - We are following the recommended travel advisory guidelines as defined by the CDC.
 - We have informed employees of how to connect with our travel partners or other supporting entities during travel.
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