

Travel Risk Management Checklist

COVID-19 (coronavirus) is impacting how employees travel safely and securely. Prepare your travel program by ensuring your risk management policy addresses the following:

- 1 How do you notify travellers of advisories, potential risks, or coronavirus concerns prior to travel?
- 2 How are you monitoring events which may have an impact on your travellers?
- 3 How are travellers notified of an incident which may impact them?
- 4 What is your process for addressing identified risks that may impact your travellers?
 - How quickly can you identify travellers who may be impacted by an incident?
 - In the event of an emergency, what period of time is acceptable to establish contact?
 - What parameters do you have in place to communicate?
 - If a traveller requires assistance, what actions should they take?
 - Who is responsible for providing assistance to travellers and how can they be contacted?
- 5 How is your organization categorizing and defining risk levels?
- 6 How are you educating your employees about the risk management provisions in your travel program?
- 7 Do your travellers understand how non-compliant bookings impact your organization's ability to support duty of care?
- 8 What duty of care provisions are the responsibility of the traveller? The organization?
- 9 Are your risk management provisions clearly defined and kept up-to-date in your travel policy?
- 10 What tools do you provide your travellers to assist them with travel emergencies?
- 11 Are contingency plans in place for traveller risks, such as medical emergencies or evacuation requirements?