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 travelers of advisories, potential risks, or coronavirus concerns prior to travel?

2. How are you monitoring events which may have an impact on your travelers?

3. How are travelers notified of an incident which may impact them?

4. What is your process for addressing identified risks that may impact your travelers?
   - How quickly can you identify travelers 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 traveler requires assistance, what actions should they take?
   - Who is responsible for providing assistance to travelers 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 travelers 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 traveler? 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 travelers to assist them with travel emergencies?

11. Are contingency plans in place for traveler risks, such as medical emergencies or evacuation requirements?