

## Checklist for Business Travel

This response form must be submitted for approval based on the current **travel policy** prior to confirming your trip.

Prior to any business travel to another CoorsTek location or an external company facility such as a customer or vendor, CoorsTek employees are responsible for requesting information regarding the protective measures that are in place at that location.

If the company answers No to any of the questions below you should reschedule your visit or provide a remote meeting option.

Traveler Name: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates: \_\_\_\_\_

Purpose of in person visit: \_\_\_\_\_

Government restrictions in place at origin and destination: \_\_\_\_\_

Yes or No (Pulldown)	
	Can the location confirm it has NOT had any confirmed or presumed positive cases of COVID-19 within the last 30 days?
	Does the location deter visitors who have traveled outside their country in the past 14 days?
	Does the location perform screenings for all employees, visitors and contractors including temperature and symptom questionnaire?
	Does the location require employees and visitors to wear face coverings or masks?
	Does the location practice social distancing?
	Does the location perform regular cleaning of common areas and touch points such as door handles?
	Does the location have a procedure for cleaning work areas in the event of a presumed or positive case of COVID-19?

### Tips for Travelers

Before the trip:

- Pack a kit with a mask(s), hand sanitizer and disinfecting wipes.
- Know the location of a nearby hospital or health clinic.
- Be aware of current governmental protocols in the area.
- Know if there are mandatory quarantines required of travelers.
- Use Teledoc or other tele-medicine services if you become ill while traveling.
- Download the WorldAware Travel Risk Management app and hotline number.
  - They can help you identify the resources you need prior to your departure.

- When out in public places or at customer/vendor's facility:
  - Practice social distancing (avoid handshaking or exchange of business cards).
  - Use your own pen to sign in and use hand sanitizer after touching keyboards or computer sign in equipment.
  - Avoid large group meetings and meals with the host company.
  - Bring your own drinks.
  - Wear a mask or face covering.
  
- When flying:
  - Travel with a bottle of hand sanitizer and wipes that have disinfectant and antibacterial properties.
  - Wipe down the front and back of the seat tray as well as the armrests, television, sound controls and other common touch points.
  - Employees are strongly encouraged to wear masks for the duration of the flight and while at the airport. In many cases, this will be a requirement by the airlines.
  
- When renting a car:
  - Wipe down the steering wheel, shifter, armrests, door handles, and other common touch points.
  - Clean/sanitize your hands after filling the gas tank.
  
- When staying in a hotel:
  - Practice social distancing and wear a mask or face covering in common areas of the hotel such as the lobby, elevator, corridors.
  - Wash your hands as soon as you enter your room.
  - Clean and disinfect all touch points including tables, doorknobs, light switches, remote controls, sink faucets.
  - Avoid using glassware and use bottled water instead.
  - When dining, avoid the buffet and communal serving utensils or use disposable gloves.
  
- When eating in a restaurant:
  - Takeout or delivery is the preferred option.
  - Avoid crowded restaurants and peak hours.
  - Practice social distancing.
  - Wash your hands and maintain good hygiene practices.
  - Avoid the buffet and communal serving utensils or use disposable gloves.
  - Avoid using glassware and use bottled water instead.
  - Avoid sharing food.
  
- Upon return:
  - Consider working remotely for two weeks if feasible
  - Wear a mask **at all times** (even while able to social distance) at the worksite for two weeks.
  - Be mindful of the importance of social distancing.