

# COVID-19 ESSENTIAL TRAVEL GUIDELINES

4/14/20

Please review the following guidelines for essential travel for work. Keep in mind that it is also a good habit to follow these same guidelines for personal travel. It must be remembered that it is the **responsibility of each and every one of us to protect our families and our co-worker(s)**. We *must* practice the same guidelines at home as when we are at work. Do not take unnecessary risks: what you do while off work directly affects your co-worker(s) upon returning to work.

- **Make hotel accommodations before departing (only utilize Concur)**
  - Book all travel through Concur – choose preferred locations (the company has negotiated rates)
  - Use American Express Travel if needed – **646-817-9701 option 3**
  
- **Put together a travel kit before you begin your travel**
  - Lysol or other disinfectant spray
  - Cloth face cover
  - Small container of hand sanitizer that is 70% or more alcohol
  - Disinfectant wipes
  - Normal PPE including a face shield for your hard hat
  - Ink pen to sign paperwork
  - Travel documents: Essential Employee Travel Letter(s), Employee ID, MMD
  
- **While traveling**
  - Wash your hands and use hand sanitizer after contact with public surfaces and before touching the interior of your vehicle
  - Disinfect touched surfaces daily, this includes the interior touch surfaces of your vehicle and keys/fob
  - Avoid busy gas stations
  - Utilize pay at the pump where possible – disinfect keypad, pump handle, credit card
  - Utilize drive-thru restaurants – disinfect credit card
  - Maintain social distancing, do not touch your face and wash your hands or use hand sanitizer as frequently as possible
  
- **While at hotel**
  - Disinfect room key cards and credit cards
  - Maintain social distancing - 6' from others, do not touch your face and wash your hands or use hand sanitizer as frequently as possible
  - Disinfect doorknobs, light switches, remote control, bathroom fixtures, etc.
  - Utilize room service if available (if no drive-thru restaurants)
  
- **While at work at the MRF, on a vessel, tankering, terminals, docks, or at other location**
  - Keep a distance from others while at any facility
  - Do not go in the dock shack with dock men to reduce your exposures to each other
  - Continue to check with the terminal offices upon arrival to see to that we are adhering to their policies, you may be asked not to enter their offices to sign in, etc.
  - Continue to check with the vessels before entering, if they prefer that you not board the vessel, please understand they are looking out for their crews and families as well
  - Do as much communication as possible over the radio or cell phone
  - Complete work and exit area immediately
  - Bring your own ink pen to sign DOIs, permits, logs, etc.
  - Do not share tools
  - Disinfect tools and commonly touched surfaces
  - Maintain social distancing, do not touch your face and wash your hands or use hand sanitizer as frequently as possible
  
- **What do I do if I feel sick while traveling for work?**
  - Contact Marine Medical at 606-331-7550