

READY TO RIDE?

HOW TO MAKE SURE YOUR BUSINESS IS TRAVEL READY

Travel in a changed world

Key changes your business needs to make to be ready for corporate travel in 2021

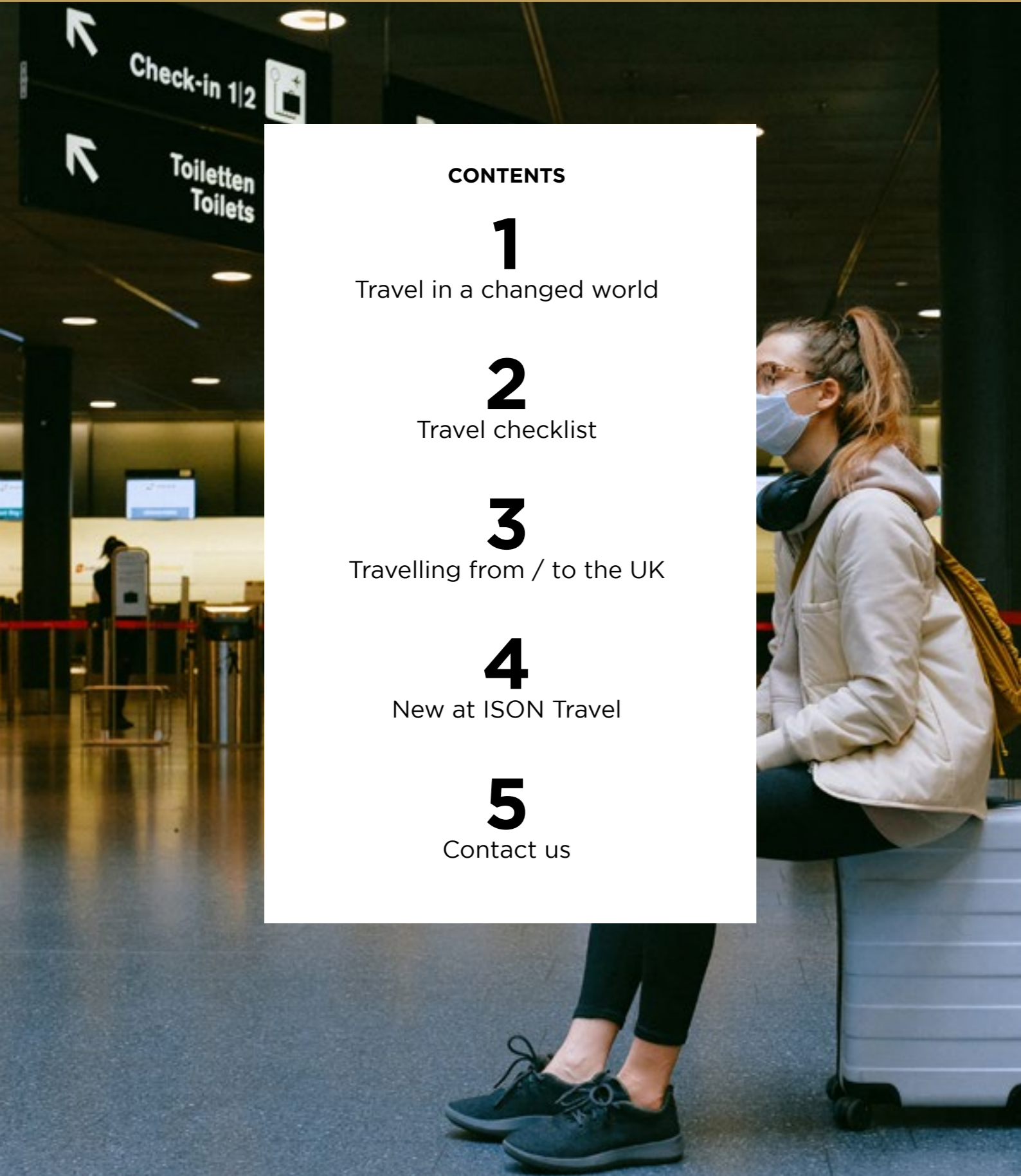
Travel checklist

Be prepared and support your team with our handy travel checklist

NEW at ISON Travel

New services; new faces. Discover how we can help you manage all your travel needs





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TRAVEL IN A CHANGED WORLD

How to make sure your business is travel ready in 2021.

Now that we have a roadmap to recovery, including an effective vaccination rollout programme, how are you preparing for an increase in business travel?

Travel Policy

- Has it been updated to reflect COVID-19 changes and requirements?
- Do you have the time, expertise and tolerance for risk to manage these updates in-house?

Travel Insurance

- Has your corporate travel insurance policy been reviewed/updated?
- Do you know what the quarantine/ vaccination requirements are for your destination, as well as any countries you may have to travel through on the way to your final destination?
- Are you up to date with your Duty of Care requirements for travelling employees?

Employee Training

- Are your employees aware of changes to the Company Travel Policy or Insurance Policy?
- Do they know who to contact if they have questions about their trip, or if

- the regulations change whilst they're overseas?
- Are your employees aware that they need to take their own PPE with them when they travel?

Booking travel in a post-COVID-19 world

As many of our clients are key workers who have continued to travel throughout the pandemic, we're well versed in the latest requirements for travel.

We can provide expert advice and guidance on:

- Red zones and quarantine
- COVID-19 testing and vaccination passports
- Countries currently accepting vaccinated travellers
- EHIC and passport validity

WE CAN HELP. TALK TO US ABOUT:

- Travel Policy review, consultation and updating service
- Travel Insurance market review and re-broking
- Employee and HR/Admin team training



TRAVEL CHECKLIST

The carefree days of heading off at short notice with no more than a small carry-on bag aren't exactly gone, but do now require a little more advance planning. Our new Travel Checklist is designed to help ensure you don't miss anything critical.

What to pack

We know you probably don't need a basic list that includes clothing, medicine etc. (though if you'd like a handy 'go bag' list, just let us know!), but we thought you might not know that right now, you need to pack your own Personal Protective Equipment ("PPE") and make sure you're carrying all the correct documentation.

PPE

Don't rely on airports, airlines or other operators to have PPE available for passenger use. Make sure you pack enough PPE for the length of your journey, and that it complies with current security requirements. For example, most airlines will allow you to take handsanitiser of up to 100ml in your carry-on bag, and up to 150ml in your hold luggage. However, some US airlines will allow you to take more than this in hold luggage. Check with your departure airport and individual airlines for their specific rules.

Face masks work effectively for up to four hours. Pack enough for the entire length of your journey, including travel to and from the airport / station.

You may also wish to pack a thermometer, so you can check your temperature before leaving for the airport / station on your return journey.

Gloves aren't absolutely necessary - and shouldn't be seen as a replacement for good hand hygiene - but, if you do decide to pack them, take enough for the length of your journey and make sure you wash your hands properly before putting the gloves on, and again after taking them off.

Maintain social distancing

Whenever possible, maintain social distancing (i.e. stay 2 metres apart from anyone not within your household or support bubble), and don't spend longer than absolutely necessary at the airport.

Pack light will make it easier for you to maintain social distancing in busy transport hubs.

Changes to Travel and Insurance Policies

If you're travelling on business, check your Company's Travel Policy before you book anything, as it may have been updated since you last travelled.

Whether you're travelling for business or pleasure, it's also important to double-check your Travel Insurance Policy. Some insurers are changing the terms of their cover, based on the COVID-19 measures in place at your destination.

Check that your insurance covers your entire journey and keep a copy of the latest policy, and your insurer's emergency contact details, with you when you travel.

Documentation

Check requirements on official government websites for all the countries you will be travelling through, and brush up on local laws / regulations which may be different to those you're used to.

Check the websites of your departure and arrival airport to see whether you need to show a health certificate confirming a negative COVID-19 test. (Remember that tests are issued no more than 72 hours prior to departure.)



TRAVEL CHECKLIST

Advance Planning

Check the terms of your Company's Travel Policy

Check the terms of your Travel Insurance Policy

Check the official websites of all countries you will be travelling through, for documentation requirements e.g.

- Health Certificate
- Visas

Pre-book all accommodation and ground transportation

If you need a Health Certificate, book your COVID-19 test

Complete a Travel Declaration Form (if departing the UK from England)

If travelling to the UK:

- If you will be staying in England, book a Test to Release COVID-19 test (optional)
- Book your 2 day and 8 day COVID-19 tests
- Complete a Passenger Locator Form
- Book your place in a managed quarantine facility

Packing & PPE

Hand sanitiser

Face masks

Gloves

Antibacterial wipes

Thermometer

Travel Insurance Policy

Keep luggage to a minimum

Before leaving home

Double-check airport arrival times and terminal information

Eat before you leave

Check you don't have COVID-19 symptoms*

At the airport

Don't arrive more than 2 or 3 hours before the scheduled departure time of short or long-haul flights, respectively

Double-check terminal and departure gate information

Eat before boarding / buy snacks and water once through security

If buying your ticket at the airport, avoid connecting flights

** The main symptoms are a high temperature; a new, continuous cough; or a loss/change to your sense of smell/taste.*



TRAVELLING FROM/TO THE UK

If you haven't travelled to the UK for a while, you may find that exit and entry requirements, in addition to rules around travel within the UK, have changed. It's very important that all travellers to the UK make themselves aware of the following rules, and take appropriate pre and post travel steps.

Departing from the UK

From 8 March 2021, the UK government has introduced a legal requirement for all passengers departing the UK to complete a **Travel Declaration Form** to state their reason for international travel.

Passengers must complete this form if they are travelling outside the UK from England. Different rules apply for international travel from Northern Ireland, Scotland and Wales.

Travelling to the UK

Travel requires a little more advance planning than it used to. We've outlined below the steps you need to take when travelling to the UK, but please do **contact us** if you have any questions, or need any help planning private or business travel in accordance with the new rules and restrictions.

1. Proof of a negative COVID test

All persons (including UK nationals and residents) arriving in the UK from outside the common travel area (UK, Jersey, Guernsey, the Isle of Man and Ireland) must provide proof of a negative COVID-19

test taken within 3 days of departure to the UK. For further information please visit: www.gov.uk/guidance/coronavirus-covid-19-testing-for-people-travelling-to-england.

2. Passenger locator form

To protect your health and others', everyone must complete an online **passenger locator form** before arrival in the United Kingdom.

3. Quarantine upon arrival

All arrivals must quarantine for 10 days unless exempt. If you have travelled through a **red list country** in the last 10 days, you must have a valid **managed quarantine facility** booked prior to departure. For information please visit: www.gov.uk/travel-quarantine-and-testing. Check the list of **exempt countries** immediately before travel and the list of **work-related exemptions** if travelling for work.

4. COVID tests during quarantine

Everyone is required to take a coronavirus test on days 2 and 8 of their quarantine. You must have this booked prior to departure.

IMPORTANT – you are required to enter the booking reference for your day 2 and 8 quarantine COVID tests on your Passenger Locator Form. Please ensure that you enter the "TEST REFERENCE" number. If you're booking your tests with CTM, you'll get a 7-digit invoice number issued in a second and separate email after the booking confirmation. If you're booking your tests with another provider, you'll receive a code composed of five letters followed by a series of letters and numbers. Unfortunately, your Passenger Locator Form will not be accepted by the UK authorities without the invoice number and you will not be able to travel. For information please visit: www.gov.uk/travel-quarantine-and-testing.

5. Face covering

It is a legal requirement that you wear a face covering on public transport in the UK.

6. Test to Release

If you quarantine in England, you may opt into Test to Release. For further information please visit: www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel.

Failure to comply with the above measures is a criminal offence and you could be fined. Please visit www.gov.uk/uk-border-control for detailed public health advice and requirements for entering the UK.

Contact us

For help negotiating the new travel and entry requirements, please contact your personal ISON Travel expert, or connect with us in one of the following ways:

+44 (0)20 3657 9738

info@isontravel.com

www.isontravel.com





NEW AT ISON TRAVEL

Throughout the last difficult year, ISON TRAVEL has remained positive. We've cared for our staff and clients; continued to grow, introducing new service areas and staff, and establishing a presence in Scotland; and we've kept in close contact with our many global partners to ensure ensure we're up to date with constantly changing travel restrictions and regulations. As the travel market prepares to open up once again, ISON TRAVEL is ready.

Supporting key workers

Many of our clients are key workers who have continued to travel throughout the pandemic, both nationally and internationally. We've made sure all our people are up to date with the latest requirements and restrictions surrounding travel, so we can continue to provide support for those travelling on essential journeys.

New service areas

As the events of the last 12 months have shaken up individuals and industries, we've taken the time to consider how we can better serve our clients moving forward.

We've invested in new technology and strengthened our team and service offering; adding a Private Charter Division, headed up by Lucy Carragher, and a Leisure Division, headed up by Hazel Gardiner.

We would also like to welcome Kerry Jenkins, who joins us as Client Partnership Manager, and Lindsey Hanwell-Rowell, who joins us as our New Business

Development Manager. These additions to our team enable us to enhance our service offering to all our existing and new clients.

Part of Kerry and Lindsey's responsibilities will include:

- conducting regular review meetings
- negotiating with suppliers
- identifying and reporting on travel industry trends
- highlighting cost saving opportunities for clients
- providing travel roadshows and awareness programmes.

ISON Travel in Scotland

We're pleased to announce that not only do we now have a presence in Scotland, but we've appointed Jenny Barclay as Client Partnership Manager, to help support clients and on-going business growth in this region.

CONTACT US

TO FIND OUT HOW WE CAN HELP YOU MANAGE YOUR TRAVEL REQUIREMENTS IN 2021 AND BEYOND

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