

Guidelines for Safe Travel During the COVID-19 Pandemic

WTS, Inc. is issuing these guidelines to assist employees that are required to travel during the COVID-19 pandemic. The goal is to protect the health and safety of employees in all modes of travel. These guidelines are based on the recommendations of the Centers for Disease Control (CDC) and other governmental agencies and should be followed at all times.

General Considerations

COVID-19 is a viral, respiratory illness that has been found to be spread primarily by respiratory droplets (aerosols) of infected individuals. These droplets are produced by talking, coughing, sneezing and by normal respiration. It is important to note that infected persons may be asymptomatic and are not aware that they are infected and capable of spreading the virus. It is also possible that it can be spread by contact with contaminated surfaces. The danger being that individuals that touch contaminated surfaces may then touch their mouth or eyes and become infected through that route.

General Safe Practices

Several practices are thought to reduce the chance of spreading or becoming infected with COVID-19. These should be followed at all times whether on travel or not:

- Wear a face covering when in public and especially when inside
- Wash your hands frequently with soap and warm water, frequently and after touching surfaces in public areas (doorknobs/handles, credit card readers, gas pump handles, counter tops to name a few). Use an approved hand sanitizer if soap and water is not available
- Maintain a distance of 6 feet or more (Social distancing) from other people when possible
- Avoid crowded areas and large gatherings
- Do NOT travel if you are sick or have been exposed to anyone who has been infected with the COVID-19 virus. Quarantine for at least 14 days after being exposed to someone who has been infected, whether or not you exhibit any symptoms.

Air Travel

Traveling by air presents additional challenges since airports are often crowded and security measures don't always make social distancing possible. All the major airlines have implemented enhanced cleaning and disinfecting procedures, however, on full or almost full flights, it is

impossible to maintain social distancing. There are some practices that can be employed to reduce the chances of exposure:

- Consider traveling during non-peak times
- Check-in and print boarding passes at home or download electronic boarding passes to your smart phone
- Use the self-service kiosks to check your bag if you need to check a bag. Better yet, travel light and carry-on your bag if possible
- Enroll in the TSA Precheck program to expedite the screening process at security checkpoints
- Wash hands after passing through security
- Carry hand sanitizer with you in your carry-on bag (adhere to the 3-1-1 rule). Additionally, the TSA is allowing passengers to carry up to 12 ounces of alcohol-based hand sanitizer in their carry-on luggage (or up to 2 liters in checked baggage). **Be advised individual screening officers may not allow containers greater than 3.4 ounces through security!**
- Wear a face mask or face covering at all times when in the airport and when on the airplane
- Wash your hands as soon as possible after deplaning

Ground Transportation

Ground transportation can also pose a challenge to safe practices. Public transportation may be crowded making social distancing impossible. Additionally, due to the large number of people utilizing certain modes, frequent and thorough cleaning of surfaces may not occur.

- The use of public transportation (buses, subways, trains) is strongly discouraged
- CONSIDER not using ride sharing services such as Uber and Lyft as it is difficult to maintain social distancing in a passenger vehicle. Additionally, these vehicles may transport a number of people in a given day and cleaning/disinfecting procedures may not be strictly followed or enforced
- Consider using a rental car from a reputable, national rental company (Avis, Enterprise, Hertz, National, etc.) as these companies have implemented rigorous cleaning and disinfecting procedures
- At many airports, rental cars are located “off-site” or are far from the actual airport terminals requiring rental car customers to ride shuttle buses to the rental car location(s). Most if not all airport operators that run these shuttles are limiting the number of passengers on each bus and are frequently cleaning and disinfecting hard surfaces. If you have to ride a shuttle to pick-up your rental car, wear a face mask or covering at all times, avoid contact with hard surfaces as best able and wash your hands (or use hand sanitizer after exiting

Hotels

Most hotels, particularly national chains, have implemented additional cleaning and disinfecting procedures and other policies (plexiglass shields in lobby, eliminating self-serve food and beverage offerings) to reduce chance of spreading COVID-19. However, as hotels are semi-public buildings certain precautions should be taken:

- Wear a face mask or face covering in the lobby, elevator and other public areas
- If possible, wipe down door handles, light switches, remote controls, desks, nightstands, etc. with disinfecting wipes or hand sanitizer
- If staying more than one night, consider deferring maid service

Restaurants

Many states and localities have allowed restaurants to open for eat in service, often with capacity limits and other procedures (social distancing, separating tables, closing bar areas, etc.). Others are restricting restaurants to carry-out and delivery only.

- CONSIDER carry-out or delivery and eating in your hotel room
- Wear a face mask when interacting with wait staff or delivery people
- Use prepackaged disposable tableware when possible
- Consider ordering online and prepaying with a credit card when possible