



INFRASTRUCTURE  
MINING & METALS  
NUCLEAR, SECURITY & ENVIRONMENTAL  
OIL, GAS & CHEMICALS



## Business travel during COVID-19

During the pandemic, you should take the precautions outlined here to reduce the risk of exposure to SARS-CoV-2, the virus that causes COVID-19, while travelling on Bechtel business.

Remember that we do not want colleagues to travel if they have concerns about their safety. Please discuss any concerns you might have with your supervisor to find alternative ways of achieving business objectives.

### 1. Plan your trip carefully

- Assess the benefits and risks of your travel
- Use [International SOS](#) or government websites to check government-imposed travel restrictions at your point of departure, destination, and transit countries, such as stay-at-home or shelter-in-place orders, mandated quarantines, border closures, etc.
- Download the [International SOS app](#) on your mobile phone
- Log onto the [International SOS website with membership number](#) and subscribe to travel alerts for the region/country you are traveling to
- Make all travel reservations using [Concur](#)
- Share your travel itinerary and phone number while travelling with your supervisor and your contact at the destination; make sure you have phone and email for your contact at the destination

### 2. Update/verify your contact information

- Access my Contact Information to update and/or verify your address, work communications data and crisis contact data
- Access my Personal Information to update and/or verify your employee data sheet, personal data and passport details
- Access your Concur profile settings to update and/or verify your personal information (home address and emergency contact information)

### 3. Pack the basics

Pack basic hygiene items and bring them in your carry-on luggage for air travel (check with your airline on what items are allowed on planes):

- Cloth face coverings
- Gloves
- Liquid hand sanitizer
- Disinfecting wipes
- Digital thermometer

Prepare for unexpected delays or an extended stay while travelling – pack extra medication, clothes, and other essentials.

Airport lounges and catering might be closed, and airlines might limit the refreshments they serve. Check with your airline and consider bringing food and snacks for longer flights.



## 4. Remember hygiene requirements

Crowded travel settings, like airports or train stations, may increase COVID-19 risk so take the following precautions to limit the spread:

- Wash your hands often with soap and water for at least 20 seconds
- Use hand sanitizer containing at least 60% alcohol
- Avoid touching your eyes, nose, and mouth
- Cover coughs and sneezes

## 5. Remember to keep your distance

Social distancing, keeping space between people, helps reduce the spread of COVID-19. To ensure social or physical distancing:

- Stay at least 6 feet (2 meters) from other people
- Do not gather in groups
- Stay out of crowded areas as much as possible

## 6. Traveling by air or by train

Some countries are conducting departure screenings for all passengers and you may have your temperature taken and be asked about your travel history and health before being allowed on a departing flight or train. Make sure you arrive at the airport or train station early enough to allow enough time for screenings and other possible COVID-19-related measures.

Use the following precautions in airports and on airplanes to limit virus spread:

- Use mobile boarding passes instead of printed passes
- Wear a cloth face covering
- Wipe down seats, tray tables, handles, etc. before using
- Maintain hygiene and social distancing practices as outlined in sections 4&5.
- Check social distancing policy on flights with your airline, and consider flying during off-peak times if there are no distancing requirements (e.g. keeping the middle seat open).

## 7. Traveling by car

- Plan your route in advance. Plan for as few stops as possible. Check if mandatory quarantine is required when crossing state borders and make appropriate arrangements. Book all hotels in advance.
- Confirm there are no restrictions or documentation required if crossing borders
- Make sure you rest when you feel drowsy or sleepy
- Prepare food and water for the road; pack non-perishable food items in case restaurants and stores along the way are closed

## 8. International or cross-border travel

If you will be travelling internationally or crossing any borders, confirm guidance or requirements from the local authorities regarding quarantine and travel restrictions. Continue to monitor your health and practice social distancing.

- Use the International SOS app on your mobile phone you downloaded prior to travel
- Turn on location settings in the International SOS app while you travel
- Follow International SOS travel alerts for the region/country to which you are traveling
- Maintain both hygiene and social distancing practices as outlined in sections 4&5



## 9. Rental cars

- Research precautions the rental agency you are using is taking to protect drivers' health
- Open the windows to air the vehicle out
- Wearing gloves, wipe down the interior of the vehicle with an EPA-registered disinfectant
- Wearing gloves, wipe down the frequently-touched surfaces of the exterior of the vehicle with an EPA-registered disinfectant (e.g., door handles, trunk latch, gas cover)
- If available, use the rental agency's mobile app to check-in and confirm the vehicle

## 10. Hotels

- When you get to your room or rental property, clean and disinfect all high-touch surfaces, including tables, doorknobs, light switches, countertops, handles, desks, phones, remote controls, toilets, and sink faucets
- Bring an EPA-registered disinfectant and other personal cleaning supplies, including cloths and disposable gloves
- Wash any plates, cups, or silverware (other than pre-wrapped plastic) before using
- Maintain both hygiene and social distancing practices as outlined in sections 4&5
- If available, use the hotel's mobile app to check in, use keyless entry, and touchless pay (mobile wallet) terminal

## 11. Public transportation

- Check the local health authority's website for information and possible impacts
- Avoid touching surfaces
- Maintain both hygiene and social distancing practices as outlined in sections 4&5

## 12. Steps to take if you don't feel well

If during travel you start to feel sick or exhibit COVID-19 symptoms (e.g. fever, cough, difficulty breathing), do the following:

- Self-isolate where possible
- Call your healthcare provider
- Notify your supervisor
- If traveling internationally, call the ISOS alarm center at +1 215-942-8336 and:
  - » Provide the Bechtel membership number
  - » State you are a Bechtel employee
  - » Give your health insurance details e.g. Geoblue, Cigna

After returning from travel, if you start to feel sick or exhibit COVID-19 symptoms, do the following:

- Stay at home and avoid contact with others
- Call your healthcare provider
- Notify your supervisor



Refer to Bechtel's COVID-19 FAQ page on additional steps you must take if you do not feel well, exhibit symptoms of COVID-19, or believe you have been exposed to someone with COVID-19.