COVID-19 Model
Business Travel Policy
DISCLAIMER

These materials are provided by the Hawaii Employers Council for illustrative and general informational purposes only, are not intended to constitute legal advice, and should not be interpreted by you as legal advice. Because legal advice is dependent upon the specific circumstances of each situation, and because relevant law often changes and the situation is rapidly evolving, you should consult with competent legal counsel before relying upon or using any informational materials provided to you.

COPYRIGHT NOTICE

© 2020 Hawaii Employers Council. All rights reserved. This publication contains propriety and copyrighted material of the Hawaii Employers Council. These materials are being provided to HEC member organizations for internal use. Member organizations may not reproduce, redistribute, disclose, share, utilize, email, or otherwise transmit any part of these materials to any other individual or entity, without prior written permission of the Hawaii Employers Council.
COVID-19 Model Business Travel Policy

Below is a sample policy for companies wishing to implement a COVID-19-specific business travel policy. Your Human Resources Consultant can help you tailor your policy to your specific needs.

[Company] is committed to slowing the spread of the COVID-19. Effective immediately, and until further notice, [Company] is implementing the following policy regarding essential and nonessential business travel. This policy is subject to revision as circumstances warrant. Please contact Human Resources at [number/e-mail] with any questions.

**Essential Travel**

Essential business travel is travel that is necessary to conduct [Company] business. Essential travel is strictly limited to the following circumstances: [articulate appropriate circumstances for your company]. All essential travel must be approved by [Name], including upcoming essential business travel that has already been approved.

Employees returning from essential travel are required to quarantine themselves at home for either fourteen days or until receiving clearance from a healthcare provider, whichever is later. [Optional: Employees performing critical infrastructure functions such as _______ will be subject to self-quarantine but may break quarantine to perform their critical infrastructure functions so long as they wear appropriate protective gear and follow social distancing requirements.]

**Nonessential Business Travel**

Nonessential business travel is all travel that is not absolutely necessary to conduct [Company] business. Effective immediately, and consistent with the latest guidance from the Centers for Disease Control and Prevention, [Company] is suspending all nonessential business travel until further notice. All employees should substitute nonessential business travel with teleconference or videoconferences when possible. If you have already booked upcoming nonessential business travel, speak with your manager regarding how to proceed with cancelling your trip.