



Employees travelling Abroad / Local Restrictions

Guidance for employees

The Foreign & Commonwealth Office currently advises against non-essential international travel. Developments in the coronavirus pandemic remain uncertain around the world. No travel is risk-free.

If you have booked time off work and are planning to travel abroad, you must make the Company aware of the location and duration of your travel both before you are due to travel and on your return to the workplace.

If you decide to travel abroad, then you must follow all Government rules. It is important that all employees keep themselves up to date with the countries on the Government's "safe list". Should you travel to a country that is not on the safe list, then you must quarantine for 14 days upon your return.

An up-to-date list of the exempted / safe countries can be accessed from the link below:

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-countries-and-territories-exemptions>

Travel disruption is still possible and national control measures may be brought in with little notice. This means that a Country may be on the safe list when you travel to it but could be removed from the list whilst you are there, meaning you will have to quarantine for 14 days when you arrive home.

This Procedure does not confer any contractual rights and will be kept under review.

Company Procedure

1. You must make the Company aware if you plan on travelling abroad.
2. If you visit a Country which is not on the exempt/safe list you must not return to the workplace for 14 days after you return home. If you cannot work from home upon your return from a non-exempt country, you must discuss a plan with your manager. If you can work from home, you should continue to do so during your quarantine period.



3. At the end of your quarantine period your manager will check that neither you, nor anyone in your household has developed any symptoms of Covid-19.
4. If you, or anyone in your household, have no symptoms after 14 days, you will be allowed to return to the workplace (if you are not working from home).

Local Restrictions

If you live in an area which is required to adhere to local restrictions we will follow the local authorities and government guidance issued.

We will review each situation/area individually, however if you have any concerns please speak to your manager.