



DUTY OF CARE CHECKLIST

for Safely Returning to Business Travel

AAA wants to help you keep your **travelers safe as they return to business travel**. The pandemic has shifted many things, but not the responsibility to **mitigate risk for your travelers**. We developed this **Duty of Care Checklist** to help you begin to rethink travel from a Duty of Care perspective amid this pandemic and beyond.

- Work with HR to determine if there are **employees who are at greater risk** when traveling during the pandemic. Decide if pre-trip approvals are necessary for all travelers. Define your risk tolerance with a **risk matrix**.
- Consider providing **PPE** and other **protective items** for your traveling employees.
- Determine if the **highest priority is the cost of the trip** or accommodations that will provide the **least amount of exposure** (i.e. non-stop flights vs. multi stop flights, employee using personal car vs. a rental car, no ridesharing in favor of “safer” rental car).
- Have a solution in place to handle **medical assistance needs** when someone is traveling.
- Advise travelers to visit AAA Corporate Travel’s website, which provides information to **assist with trip planning**.
- Educate travelers on your ability to access the **Interactive Traveler Map** in the event of an emergency. Continue to encourage travelers to book through AAA Corporate Travel which allows you to **see where employees are traveling to**.
- Inform your employees about the following protocols to **ensure travel safety**:
 - Update **traveler safety guidelines**.
 - Encourage travelers to visit the **NEW Know Before You Go** travel restrictions tool.
 - Verify that travelers are signed up for **e-Travel alerts**.
 - Encourage travelers to use **contactless payment** through Google Pay or Apple Pay.
 - Educate travelers on **preferred supplier cleaning protocols**.

Questions?

If you have questions or comments please contact us anytime via our website at aaacorporatetravel.com/contact, or call one of our Travel Consultants at 1-800-354-4514.