Memo: Temporary Suspension of Nonessential Business Travel

Due to [Company Name]'s commitment to employee safety in light of the COVID-19 (coronavirus) outbreak, effective immediately, all nonessential business travel will be suspended until further notice. [Company Name] will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Travel Cancellation Procedures

If nonessential business travel has already been booked, please work with [your manager/HR/our travel coordinator/etc.] to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

Essential Travel

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

Procedures Upon Return from Travel

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the HR department for direction as soon as possible. [*Optional, and not CDC recommended at this time due overburdening doctors*: Employees may not return to work without obtaining clearance from their health care provider.]

Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR department upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.

Please contact the human resources department with any questions or concerns.