**This COVID-19 Post-Travel Returning Home checklist must be completed by all travelers after essential air or overnight travel has been completed. The completed Checklist must be submitted to traveler’s Department Manager for review upon completion of the trip. The Department Manager shall forward the completed Checklist to Site or Corporate EHS or Human Resources upon completion of the trip.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Traveler’s Name**:** Click or tap here to enter text.  Work Location**:** Click or tap here to enter text.  Travel location (s)**:** Click or tap here to enter text.  Reviewed and Approved By:Click or tap here to enter text. | | | Date**:** Click or tap here to enter text.  Date(s) Travel**:** Click or tap here to enter text.  Review Date**:** Click or tap here to enter text. | |
| **No.** | **Check Points / Questions** | **YES, NO or NA** | | **Comments** |
|  | | | | |
| **IF YOU OPTED TO STAY AT A HOTEL IN YOUR HOMETOWN FOR 14 DAYS FOLLOWING TRAVEL:** | | | | |
| 1. | Remember the following general COVID-19 guidelines at all times during travel:   * Maintain social distance (6-foot separation from others) when queuing in lines, walking, waiting, etc. * Cover coughs and sneezes. * Avoid touching your face. * Avoid sharing food, drinks and personal items. * Avoid having meals in restaurants – only seek food take-out or delivery options. * Frequently wash your hands or use hand sanitizer during your stay. * Wear a face covering or mask at all times when outside your hotel room. | Click or tap here to enter text. | | Click or tap here to enter text. |
| 2. | After arriving at the hotel, checking in, and entering your room:   * Remove your shoes and clothes. * Place the clothes worn during your trip in laundry bag and, if possible, arrange for the hotel to launder/wash them. * Take a shower and change into clean clothes. | Click or tap here to enter text. | | Click or tap here to enter text. |
| 3. | Use sanitizing wipes on items in your room which you and others may frequently touch such as light switches, TV remote, desk working areas, clothes iron handle and controls, refrigerator handle, etc. If unable to acquire sanitizing wipes, use your hand sanitizer with paper towels as a substitute. | Click or tap here to enter text. | | Click or tap here to enter text. |
| 4. | Continue to monitor your health. Seek medical attention and notify your EHS/HR resource if COVID-19 symptoms develop • Fever (> 100.4° F or 38° C), or frequent dry cough, or extreme tiredness or fatigue, or difficulty-breathing or shortness of breath, or new loss of taste or smell? | Click or tap here to enter text. | | Click or tap here to enter text. |
| **WHEN YOU RETURN HOME** | | | | |
| 5. | After arriving at home and immediately after entering your home:   * Remove your shoes and clothes. * Place the clothes worn during your trip in laundry bag. * Take a shower and change into clean clothes. * Launder/wash all clothes worn during the travel using warm water for laundering and rinsing. | Click or tap here to enter text. | | Click or tap here to enter text. |
| 6. | Continue to monitor your health for at least 14 days. If possible, take your temperature reading twice a day. | Click or tap here to enter text. | | Click or tap here to enter text. |
| 7. | If you develop a fever (> 100.4° F or 38° C), or frequent dry cough, or extreme tiredness (fatigue), or difficulty-breathing/shortness of breath, stay at home and self-isolate. This means avoiding close contact with other people, including family members. Call health a care provider and explain details of your recent travel and symptoms. Notify your EHS/HR resource. | Click or tap here to enter text. | | Click or tap here to enter text. |
| 8. | Report any COVID-19 issues or problems encountered, or COVID-19 lessons learned, or suggestions from your trip to Site or Corporate EHS or Human Resources. | Click or tap here to enter text. | | Click or tap here to enter text. |

|  |
| --- |
| **TRAVELER: Forward completed Checklist to your Department Manager.**  **DEPARTMENT MANAGER: Complete top section of Checklist when the traveler returns. Forward this Checklist, the completed Pre-Travel Checklist, and the completed During Travel Checklist to Site or Corporate EHS or Human Resources upon completion of the trip.** |