

# Businesses

## Travel Policies and Procedures Checklist for Employers

### Overview

This checklist will help you develop a **COVIDSafe Travel Action Plan** for your employees, visitors, customers and suppliers. In particular, it will help you and your employees make the right decisions about if, when and how to travel for work, as restrictions begin to ease and you transition to your New Normal.

The checklist also helps you build on your strengths. It identifies areas where further consideration may be required for the business to make the best decisions about travel and associated arrangements.

For COVIDSafe Workplace advice, go to [Safe Work Australia](#)

<b>Name of Business</b>	
<b>Location(s) of Business</b>	
<b>Completed by (name/position)</b>	
<b>Contact details</b>	
<b>Property Manager details (if any)</b>	
<b>Businesses locally you share resources with (if any)</b>	
<b>About the Business</b>	
Typical Days & Hours of Operation	
Number of employees	
Nature of Operation	
Online trading (if any)	
Shift working at the organisation? (If so, please state shift patterns)	
Primary communication methods with staff (Eg. intranet, email, posters, briefings)	
<b>Answer the following questions, considering what changes you have made during the COVID-19 crisis and what changes you still need to make as your employees return to work</b>	
<b>Travel-related Workplace Policies and Practices</b>	
Is there a flexible working policy in place for staff? (If so, please provide details)	
Are your staff roles flexible in terms of capabilities/capacities?	
How easy is it for staff to change times/hours/days working?	
What percentage of your workforce are classed as 'vulnerable' re COVID-19?	

What proportion of your staff are currently working from home?	
Is there a working from home policy in place? (If so, please provide details)	
Do managers/leaders role model 'Work from Home'?	
Are there any policies in place regarding business travel? For example, taxi usage, timing of meetings?	
Are you managing your workforce to reduce unnecessary travel, especially at peak times?	
Do you have an equitable car parking policy for late starters?	
Other travel related policies/procedures	
<b>On-site Facilities / Initiatives</b>	
<b>Which on-site facilities does the business currently have?</b>	
Car Parking (Please indicate the number of spaces and how these are allocated.)	
Bicycle Parking (Please state no. of spaces.)	
Physical distancing/hygiene arrangements at key access points where numbers entering should be controlled (Eg. lobbies)	
End of Trip facilities – showers/changing Rooms	
End of Trip facilities – lockers	
Teleconferencing Facilities	
Videoconferencing Facilities	
Other Remote Working Technology	
Fleet Vehicles	
Other arrangements/comments	
<b>Which of the following travel incentives does the business currently offer to staff?</b>	
Pre-paid Opal cards for business travel	
Salary sacrifice car parking spaces	
Car sharing scheme	
Car mileage allowances for business travel	
E/Bicycle mileage allowance for business travel	

E/Bicycle salary sacrifice scheme	
Bicycle user group	
Other initiatives/comments	
<b>Visitor / Customer Travel</b>	
On average, how many visitors/customers does the organisation receive per week?	
How do visitors/customers generally travel to the site?	
Is car parking available for visitors? If so, how many spaces?	
Other arrangements/comments	
<b>Suppliers / Services Travel</b>	
Is there a suitable procurement strategy which minimises deliveries?	
Is there an on-site off-street loading facility (Eg. A loading dock)	
Is there a formal Loading Dock Management Plan?	
How often do you receive mail, and at what times of the day?	
How often do you receive deliveries of non-perishables and at what times of the day?	
Do you have storage facilities available to stockpile non-perishable items?	
Do you have many trades coming on site for servicing and at what times of day?	
Other arrangements/comments	
<b>What business concerns have you had during the COVID-19 crisis in terms of the following?</b>	
Staff travel to work/business travel	
Managing teams working from home	
Staff health and well-being	
Workplace culture	
Productivity	
All staff Communications	
Managing impact of positive case (s)	

Staff retention			
Budget			
Supplies			
Trade			
Other concerns			
<b>What business concerns do you have about transitioning to your New Normal after the COVID-19 crisis in terms of the following?</b>			
Staff travel to work/business travel			
Managing teams working from home			
Staff health and wellbeing			
Workplace culture			
Productivity			
All staff communications			
Managing impact of positive case (s)			
Staff retention			
Budget			
Supplies			
Trade			
Other concerns			
<b>Company Contact</b>		<b>COVIDSafe Travel Choices Contact</b>	
Contact		Contact	
Mobile		Mobile	
Email		Email	