

Travelling abroad? Please consider the risks. Advice and guidance from our Executive Team on Thursday 20th May 2021

In the light of the rapid spread of the Indian variant of Covid-19, we're urging caution if you're planning to travel abroad in the near future. There's a potential for disruption for you, your families and your work colleagues if countries change status at short notice and you have to isolate for a period of time on your return. There are some useful travel tips here:

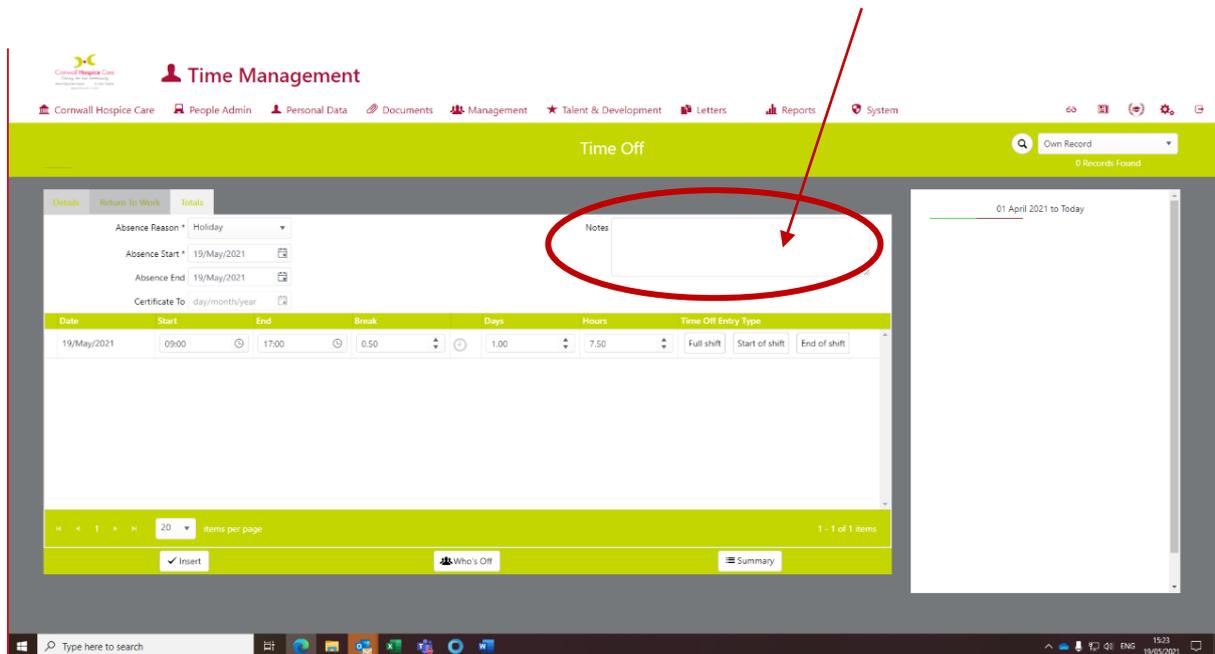
[Travel abroad and coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Travelling abroad is a risk and you need to be aware that if you have to isolate on your return, you'll need to cover this period using your annual leave allowance if you can't do your job from home.

Please talk to your manager before making a request for annual leave involving travel abroad and include information about the **RED/AMBER/GREEN** category of any countries to be visited. This is particularly important if the category changes prior to travel.

The charity and the hospices in particular, will need to ensure that the combined holiday and potential quarantine/isolation period can be accommodated and that there is a fair negotiation about how the time will be taken. Managers are entitled to refuse your request for annual leave if they can't accommodate a full length of absence that includes any potential isolation period.

After you've talked with your Line Manager, please follow the process detailed below when submitting your application for leave on ONETEAM - click on 'personal data', then 'time management', then 'time off' and then the 'Insert New Record' button at the bottom of the page. The following screen then displays with a notes box at the top right-hand side. You need to include in this box, where you plan to go and whether the country is on the **RED, AMBER** or **GREEN** list and the result of your discussions with your Line Manager.



We hope the following might be useful when you're weighing up your travel booking versus the risk of a period of isolation...

RED 10 day managed (hotel) quarantine, PCR test on days 2 and 8.

AMBER 10 day self-isolation, PCR test on day 2 and 8, option for release test on day 5.

GREEN Watchlist Countries at risk of turning from **GREEN** to **AMBER**

GREEN PCR test on or before day 2, isolation if positive result.

Holiday booked to **RED**, **AMBER** or **GREEN Watchlist** country at the time of booking...

...You accept liability for return travel restrictions, including:

RED – annual leave to cover managed (hotel) quarantine.

AMBER – work from home during self-isolation if approved by your Line Manager, or take annual leave to cover your isolation period if working from home isn't possible.

GREEN - if you test positive on your return, work from home if approved by your Line Manager, or take annual leave to cover your isolation period if working from home isn't possible.

<p>Holiday booked to GREEN country at the time of booking, which then turns in to RED, AMBER or GREEN Watchlist prior to departure from the UK...</p>	<p>...You accept liability for return travel restrictions, including: RED – annual leave to cover managed (hotel) quarantine. AMBER – work from home if approved by your Line Manager, or take annual leave to cover the isolation period if working from home isn't possible. GREEN - if you test positive on your return, work from home if approved by your Line Manager, or take annual leave to cover your isolation period if working from home isn't possible.</p>
<p>Holiday booked to GREEN country at the time of booking, which is GREEN at the time of departure from the UK...</p>	<p>...if you test positive on your return, work from home if approved by your Line Manager, or take annual leave to cover your isolation period if working from home isn't possible.</p>

We ask that you really think about the risk involved in travelling abroad at the moment – listen to the Government updates and consider the helpful links / apps that are available. Remember, there are some useful travel tips here:

[Travel abroad and coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk))

Thank you and if you have any questions, please contact your Line Manager in the first instance so you can discuss your queries and any potential issues that might arise from your holiday requests.

Best wishes,

Paul, Gina and Graham