

## Guidance for staff intending to undertake overseas work-related travel

- Work related travel is not permitted to those countries which the DFA security status is ‘avoid non-essential travel’
- Staff must apprise themselves of the most up to date travel advice and safety status of the country(s) to which they intend to travel from the [Department of Foreign Affairs Travel Advice](#)
- Staff intending to travel for work must seek written permission of their Head of School/ Professional Service in advance of traveling for work
- Any work related travel must be deemed to be essential travel for the discharging of the staff member’s duties
- No staff member should be compelled to undertake any work related travel which may put them at risk
- Staff intending to travel for work must complete the travel insurance registration form the details of which can be found on the [TCD Insurance webpage](#)
- Health & Safety at Work legislation covers periods of work related travel. Therefore, a COVID19 risk assessment [Travel Risk Assessment Form](#) is required which must be signed by each traveller and the Head of School/Professional Services Area who is authorising and approving this travel. Once completed, the signed risk assessment form should be sent to the College Safety Office before travel commences by email to [safetyoffice@tcd.ie](mailto:safetyoffice@tcd.ie) and [insurance@tcd.ie](mailto:insurance@tcd.ie)
- In the event that a Head of School/Professional Service cannot sign off on a risk assessment then then the staff member cannot travel
- Staff must confirm that they will adhere to the COVID19 public health requirements in the country(s) to which they intend to travel and to keep themselves updated as to the status of the country they are in as the situation may change with little notice and they may be required to return to Ireland unexpectedly due to a country they are in is declared as an emergency brake by Ireland or vice versa
- When planning work related travel, staff must factor in time in the event Mandatory Hotel Quarantine (MHQ) or restricted movement is necessary on return to Ireland, to ensure that they are available for discharging any in-person duties which they are scheduled to undertake. However, as the travel has been deemed essential, staff will not be required to discharge leave for the period of MHQ/restricted movement and may work from home/MHQ if feasible.

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