

25 May 2020

*(This is a translation from Danish. Please consult the Danish original in case of uncertainty.)*

## Advice for business travel

We advise against all non-essential travel to all destinations abroad due to the COVID-19 pandemic.<sup>1</sup>

Tourist travel is considered non-essential travel, whereas business travel is often considered essential travel.

Therefore, it is for the employer to assess whether travel is essential on a case-by-case basis. If travel is deemed essential, it is important to conduct a risk assessment in close collaboration with the employee who will be travelling.

Employers should adopt a precautionary approach to minimise the risk of employees becoming infected with novel coronavirus/COVID-19 while abroad. Both the employer and the employee should therefore observe the advice below. It is the responsibility of the employer to ensure that the employee is informed of this advice prior to travelling.

We may advise against all travel or all non-essential travel to a given country for reasons other than the COVID-19 pandemic. Therefore, we still recommend that you consult our [travel advice](#) before travelling.

## Before travelling

### Restrictions

Many countries have implemented strict travel restrictions to limit the spread of novel coronavirus/COVID-19, including entry restrictions, internal travel restrictions and quarantine rules.

Business travel may be exempt from a country's general travel restrictions.

In some countries, entry without mandatory quarantine may only be possible by presenting a negative COVID-19 test.

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<sup>1</sup> Please note that as per 15 June 2020, the Ministry of Foreign Affairs will revise the travel advice for Germany, Iceland and Norway. The travel advice for these countries will be changed from risk level 'orange' to 'yellow'. This means that Danish citizens will be advised to exercise caution and keep up to date on the current situation, when travelling to these countries. The travel advice will continue to advise against non-essential travel to the rest of Europe and the world until 31 August 2020. Please always consult the latest [travel advice](#).

The employee can be tested by [Testcenter Danmark](#) and obtain a certificate of the result. For more information, contact the national hotline on 7020 0233. Employers must consider the specific requirements on the timing of COVID-19 testing in the countries that the employee will be travelling to, including transit destinations, so that the test is performed at the right time before departure.

Furthermore, a number of countries have instituted curfews, bans on gatherings, etc. Wearing face masks in public may also be required by law.

The employer should be informed of all restrictions in the destination country. If the trip passes through other countries, it is important to be aware of all applicable restrictions in these transit countries as well.

You can find information about current restrictions on the website of the [relevant Danish embassy](#).

New restrictions may be implemented on very short notice, and transport services may be cancelled on equally short notice. It is therefore important to be prepared to adjust travel plans and to understand that a trip might be significantly prolonged.

The employer is responsible for staying up to date on restrictions in other countries, e.g. via local authorities and news media. The instructions of the local authorities should always be followed.

## Insurance

If the employer is planning a trip to a country where we advise against all non-essential travel, it is important to check whether the employer has insurance that covers the trip, and whether the coverage is adequate.

If in doubt, the employer should contact the insurance company prior to the trip.

The COVID-19 pandemic has placed great strains on the healthcare systems of many countries, which in some cases may lead to insufficient capacity to provide medical treatment to those in need. Local capacity problems may make it significantly more difficult to obtain access to local private hospitals. The global nature of the pandemic may also significantly complicate efforts to arrange emergency air transport to treatment in a country with the necessary capacity.

The employer must address these issues in the contingency plan, as these issues may impact the ability of the insurance company to provide assistance in a given situation.

The contingency plan should include a detailed plan for assistance, including home transport, if the employee experiences symptoms associated with COVID-19 or if the employee becomes seriously ill with COVID-19.

If the employer is facing concrete challenges pertaining to hospitalisation abroad or emergency air transport that cannot be resolved with the insurance company, the employer can contact the

[relevant Danish embassy](#) or the Ministry of Foreign Affairs' 24-hour Global Help Desk ([bbb@um.dk](mailto:bbb@um.dk) or +45 3392 1112).

## People at higher risk

Some people are at higher risk of becoming severely ill and in need of treatment if they are infected with novel coronavirus/COVID-19.

Read more about people at higher risk and the recommendations of [the Danish Health Authority](#).

If an employee at higher risk is to travel abroad, the employer should conduct a risk assessment in close collaboration with the employee.

## During travel

### General advice

Employees travelling in a country other than Denmark are subject to the laws and regulations of that country, and should follow the instructions of the local authorities.

The following travel advice has been prepared in collaboration with the Danish health authorities as a supplement to local laws and regulations.

The general advice of the Danish Health Authority is the same when abroad as in Denmark:



**Wash your hands frequently  
or sanitize your hands with  
an alcohol-based hand rub**



**Cough or sneeze into your  
sleeve, not your hands**



**Limit physical contact**  
– avoid handshakes, refuse  
kisses on the cheek and  
avoid hugging



**Be diligent with cleaning**  
– both at home and in  
your workplace



**Keep your distance and ask  
others to be considerate**

## Good hand hygiene

Novel coronavirus/COVID-19 is transmitted in one of two ways:

- 1) From person to person through small droplets from coughing or sneezing, which spread in the air to a distance of 1 to 2 metres.
- 2) From person to person by touching surfaces and then touching one's nose, eyes, or mouth.

Infections via surfaces can be prevented by maintaining good hand hygiene. The general advice of the Danish Health Authority on good hand hygiene is especially important when travelling, as many people often touch the same contact points, such as door handles, armrests, railings, and elevator buttons.

As far as possible, you should avoid touching contact points, and you should always avoid touching your face after touching contact points if you have not washed your hands or used hand disinfectant.

Employers should provide hand disinfectant for use by employees when travelling.

Read more about good hand hygiene on the website of [the Danish Health Authority](#).

## Protective equipment

In Denmark, the Danish Health Authority does not recommend that healthy people wear face masks or other protective equipment while in public. Instead, the recommendation is to observe the advice on good hand hygiene and physical distance.

However, employees should always wear a face mask or other protective equipment if required by law in the country where they are travelling.

In such cases, the employer should provide the relevant protective equipment for use by employees when travelling.

## Transport

The Danish Health Authority's general advice on physical distance should be observed as far as possible when travelling. The employer should choose means of transport that best enable employees to maintain a distance from other people.

When travelling by air, it is important to observe the recommendations of the given airport and airline. The employer can contact the airlines to enquire about which flights that allow for the most space between the passengers.

When flying, you should as far as possible remain in your seat. You should avoid accepting any food or drink, if you can bring your own instead. You should also avoid touching contact points as described above.

The European Aviation Safety Agency (EASA) recommends wearing face masks for the duration of travel, including in airports. Many airlines have also introduced rules on the use of face masks or other protective equipment, and some airlines now require screenings or tests. Therefore, the employer should be informed of the rules of the airline(s) before travelling. If there are rules requiring the use of face masks or other protective equipment, the employer should provide this equipment for use by employees.

The employer should also be informed of the rules on travellers carrying hand disinfectant. Many airports have relaxed the rules due to the COVID-19 epidemic.

When using local transport, e.g. trains, buses, and undergrounds, many people often sit and stand close to one another. If your employees have to use these means of transport in connection with a trip, travelling outside of peak hours may make it easier to maintain a distance from other people. When travelling by these means of transport, it is often necessary to press stop buttons or hold on to handles, etc. to keep your balance. Therefore, you should pay extra attention to good hand

hygiene as described above. It is recommended that employers provide disinfectant wipes or hand disinfectant for use by employees.

If it is possible to walk and if doing so is otherwise safe, this may be a way to avoid close contact using local transport.

## **Hotels**

The Danish Health Authority recommends frequent and thorough cleaning, including when travelling abroad.

At hotels, standard cleaning can be supplemented by using disinfection on contact points in the hotel room, e.g. handles, switches, telephones, remote controls, armrests, tabletops, toilets and sinks.

The employer may consider providing disinfectant for employees to take with them when travelling.

Read more about cleaning on the website of [the Danish Health Authority](#).

## **Restaurants**

There is no indication that novel coronavirus/COVID-19 is transmitted through food, but the Danish Health Authority's general advice on good hand hygiene and physical distance should also be observed in restaurants.

If choosing a restaurant where the food is served as a buffet, special attention should be given to maintaining physical distance, as buffet serving often entails close contact with other people. It is especially important to observe good hand hygiene, as the same serving utensils are often used by many people.

Read more on the website of [the Danish Veterinary and Food Administration](#).

## **Meetings, company visits, etc.**

If employees participate in meetings, company visits, etc. abroad, they should take special care to follow the Danish Health Authority's general advice on good hand hygiene and physical distance, which includes avoiding shaking hands, hugs, and cheek kisses.

Read more on the website of [the Danish Health Authority](#).

## **Illness abroad**

If employees experience symptoms of potential COVID-19 while travelling abroad, they should follow the instructions of the local authorities. You can read more about the instructions of the local authorities on the website of the [relevant Danish embassy](#).

Employees should be informed of how to get in contact with the employer and/or insurance company in emergency situations.

If the local authorities ask the employees to enter into quarantine, these instructions should be followed. The Ministry of Foreign Affairs has no influence on the restrictions other countries choose to implement in their efforts to prevent further spread of infection.

You can always contact [the embassy](#) in the country you are travelling in, or the Ministry of Foreign Affairs' 24-hour Global Help Desk ([bbb@um.dk](mailto:bbb@um.dk) / +45 3392 1112) if you need advice.

## **Danskerlisten**

You should register on [Danskerlisten](#) (the list of Danes abroad) when travelling abroad. If you are on *Danskerlisten*, you will receive information directly from the Ministry of Foreign Affairs if new and more extensive restrictions are implemented in the country where you are travelling, or if a crisis arises.

You can sign up using our [Rejseklar](#) app. If you cannot access the app, you can register on our [website](#).

## **After travelling**

### **COVID-19 testing**

Upon returning to Denmark, employees have the option of being tested for COVID-19. The test should be performed immediately after returning to Denmark – with the exception of very short trips, in which case the test should not be taken earlier than 4 days after the initial departure from Denmark.

If the test result is negative, the recommendation to stay at home for 14 days after returning from abroad does not apply.

These tests are performed by [Testcenter Danmark](#), which has established test centres across Denmark. After returning to Denmark, business travellers can book a test in one of two ways: by making an appointment at [coronaprover.dk](#) or by calling the national hotline on 7020 0233.

The estimated waiting time for test results is currently 28 to 30 hours.

## **Symptoms or suspicion of infection**

If, upon or after returning to Denmark, employees experience symptoms consistent with potential COVID-19 infection, or if they simply suspect infection, they should take the same measures as all others who experience symptoms. Testing must be arranged via referral by the employee's own doctor, not by booking a test through Testcenter Danmark.

Read more on the website of [the Danish Health Authority](#).

If employees experience symptoms while still at the airport, they should use their own car or the like and avoid public transport from the airport.