



UTS PRE-TRAVEL TIPS FOR SAFE AND SECURE TRAVEL

UTS HEALTH & SAFETY PREVENTION

This checklist of travel tips can be used as a helpful guide. It is used in addition to the mandatory Overseas – Pre-travel Checklist.

Prepare	Checked
Complete any pre-arrival accommodation registration	
Pack your personal protective equipment such as alcohol-based sanitisers (check local limits), anti-bacterial wipes and masks. And pack your own pen for completing any forms	
Pack regular hygiene suppliers (toothpaste, mouth wash etc) as hotels may not supply these	
Pack a refillable water bottle	
Pack food (be aware of security limitations) if food facilities are not available at the airport or onboard	
Check any pre-trip medical requirements, such as the influenza vaccine	
Pack Rapid Antigen Test (RAT) kits available from UTS Health Service or UTS Security for travellers performing university work. Procurement of RAT kits whilst overseas can also be claimed as an expense.	
Take copy of any medical certificate and any other medical details such as allergies, medications, blood type, emergency contacts	
Ensure your personal details, such as emergency contact details are up to date	
Share your itinerary with family/friend/your manager	
Set up international roaming on your phone based on UTS ITD advice	
Take list of emergency contact numbers	
Take an International SOS membership card	
Check whether your airline is serving meals or whether you need to buy something at the airport to take on board	
Give yourself plenty of time at the airport for any new security checks, such as temperature checks	
Check in in advance on your mobile and use an e-boarding pass/e-ticket where possible	
Arranged transport to the airport	
Arranged transport on arrival	



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Arrange someone to meet you upon arrival	
Send flight details to host	
Check hotel health and sanitisation policies before booking accommodation	
Check car rental cleanliness policies before hiring	
Verify if restaurants/lounges/facilities are open at the airport and what sanitisation measures are being implemented	
Prepare wallets – Primary wallet: small amounts of cash and other non-critical items for easy access. Emergency wallet: sufficient amounts of cash, credit cards and copies of documents.	

Go	Checked
Car rental and car services	
Have your hand sanitisers and mask within easy access	
Car rental – ensure the car has been cleaned appropriately	
Car services – confirm with drivers what cleaning measures have been taken when entering the car	
Wear a mask	
Sanitise hands for at least 20 seconds before entering and after exiting the car rental or car service	

Airport	Checked
Arrive early for longer screening and boarding processes	
Wear a mask at the airport and during your flight (you may be asked to remove it for security checks)	
Use your e-boarding pass	
Maintain social distancing	
Verify if restaurants/lounges/facilities are open at the airport and what sanitisation measures are being implemented	
Check if restroom/facility access has been reduced	
Purchase food if inflight catering is reduced/not offered	

Accommodation	Checked
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Use mobile check in if possible	
Be aware of all protocols for safe distancing if temperature check required on arrival	
Use anti-bacterial wipes to wipe down door handles, phones, arm rests and other high touch surfaces	
Wear a mask in public spaces	
Note food services and onsite amenities may be reduced	
Note housekeeping services may be reduced	
Make restaurant and transfer reservations in advance when possible to account for facility occupancy limits	

Stay informed	Checked
Stay informed with the latest safety and security information throughout your trip with the International SOS phone application	