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## Coronavirus Travel FAQs

Updated March 13, 2020

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**Q. What travel restrictions are currently in place for Hubbell employees?** **NEW**

- A. In line with the latest [Travel Advisories from the US State Department](#), we are restricting all international travel. Employees working and residing in countries with elevated travel restrictions should continue to follow the stricter requirements imposed by their home countries.

Non-essential domestic travel has been restricted since March 13. This applies to all countries in which we are located as well as travel within states in the US and within provinces in other countries. We ask that you talk to your manager to determine what is “essential” travel for your role and work to connect with people via phone or webex whenever possible.

Beyond these restrictions, all employees should use good judgment when contemplating upcoming business or personal travel, and refer to the [US State Department Travel Advisories page](#) for ongoing updates.

**Q. Are there any restrictions on personal travel?** **NEW**

- A. While we currently have no restrictions on personal travel beyond the US State Department Travel Advisories, we encourage everyone to use their best judgment when planning travel at this time.

**Q. If I need to flag a layover in one of the restricted countries, do I need to change my flights?**

- A. Yes. You are required to change your flights to avoid the restricted countries listed above.

**Q. How is the company defining “essential” vs. “non-essential” business travel?**

- A. Essential business travel includes any trip that is required to deliver in-person services to customers, or necessary to meet a critical business or departmental objectives that cannot be easily postponed, rescheduled or managed on a remote basis. Non-essential business travel would include trips to attend meetings that can be handled by video conference or that can be postponed to a later date without negatively affecting the business objective. Business leaders are being asked to exercise good judgment when considering what travel is critical to the business at this time.

**Q. Does the international travel restriction include countries other than the US, for instance, travel within Europe?**

- A. We are restricting non-essential international travel worldwide. This includes travel within regions, such as Europe, Asia or Latin America. The only exception to this restriction is those employees who cross borders on a daily basis or as part of their standard commute.

**Q. Does the international travel restriction include employees who cross the border on a regular basis to get to their worksite?**

- A. No, at this time the travel restriction does not include employees whose daily or regular commute includes cross border travel.

**Q. Are there any restrictions on hotel stays?** **NEW**

- A. At this time we have not placed restrictions on hotel stays for business travel. We encourage everyone to use their best judgment when planning their travel for the foreseeable future, taking into consideration the situation in the areas you are looking to travel to.

**Q. Are employees required to report their personal international travel as well as business international travel to the Company?**

- A. Employees are required to notify their HR Business Partner if they are returning from international travel for business or personal reasons.

Employees who have traveled internationally should provide the following information to their HR Business Partner when returning:

1. The locations you traveled to, including layover locations, by date.
2. Whether to the best of your knowledge you were in contact with anyone diagnosed with the coronavirus or exhibiting symptoms of the coronavirus.
3. Whether at the point you are returning or during your travel, you experienced any symptoms related to the coronavirus (fever, cough, difficulty breathing).

HR will assess the above information on a case-by-case basis and determine whether any additional precautions are required before the employee returns to work based on the information available at that time.

At this time we are not requiring the Travel Certification Form to be completed after domestic travel.

**Q. If an employee has traveled to a restricted country, what is the procedure for their return to work?**

- A. A 14-day home quarantine will be imposed on any employee that has traveled to one of the restricted countries. The 14 days begins the day they leave the country. These countries include all those categorized as Level 3 or higher by the US State Department. If your local government has stricter protocols than this, you should follow the stricter guidelines.

**Q. What measures are in place with respect to visitors to Hubbell facilities?** **NEW**

- A. Visitors to Hubbell facilities should be asked to complete [this form](#), which asks for the same information as outlined above before reporting to Hubbell facilities. We are also asking the Recruiting teams to use video and Webex for interviews whenever possible, in order to limit visitors to locations.

If you have questions related to topics beyond travel, see the [Coronavirus and Hubbell FAQs](#).

*We will continue to add to and revise these questions as the situation develops.*

For questions not covered on either of these documents, please email your question to [CoronavirusQuestions@Hubbell.com](mailto:CoronavirusQuestions@Hubbell.com).