

**Travel Approval Form H**

			Approval
Associate	EO	President	EO

Date:

**Business Travel Approval: Coronavirus Level 2 & 3 Countries**

**Instructions:** This form is to be utilized for approval of business travel to a country with a Level 2 or 3 Travel Advisory Level, as designated by the US State Department or CDC (Center of Disease Control), per DENSO NA Travel Policy - Coronavirus

Please complete sections, get approval from your President or Corporate Function Head (at DIAM).

**<1.0 General Information>**

<b>Associate Name:</b>	<b>Affiliate:</b>	<b>Department:</b>
<b>Destination (Cities, Country):</b>	<b>DENSO Travel Advisory Level:</b>	
<b>Travel Dates:</b>		
<b>Host Company:</b>	<b>Host Contact:</b>	
<b>Associate Travelling:</b> Do you understand that you may need to stay away from the office for 14 days upon return to 14 days, based on our policy? Yes    No		
<b>Description of Itinerary:</b> <i>(Provide detailed itinerary, including all air travel (if any layovers in another country), hotel and cities to be visited. A separate itinerary may be attached)</i>		

**<2.0 Business Information>**

**Provide the Reason for Business Travel:**  
*(Explain the business need or urgency to travel despite the Advisory level)*

**<3.0 Upon Return to NA>**

**Actions Required by Associate**

Check what DENSO Travel Advisory Level is for the country you were in, on the date you landed back in NA. Follow the policy outline for that Level and that country.

- If Level 2 or higher, everyone must complete the Health Check Sheet and send it to your TMS representative and copy your VP).
- In all cases, if you are exhibiting symptoms, seek medical advise and inform your management and your TMS representative before you return to work.

**<4.0 General Safety Travel Guidelines >**

1	Obtain travel advise and recommendations from the host company
2	Try to get a seat on a plane that has the fewest possible seats around it (window seat, bulkhead). There is a medium risk if you are within 2 seats of an infected person.
3	Avoid crowded situations, especially mass transportation as much as possible (crowded trains). -- For DNJP, book hotel in Kariya to avoid daily commute to office.
4	Extra excursions during the trip should be avoided. If necessary, the change in itinerary should be coordinated with host company
5	Regularly wash your hands with soap and water or alcohol based hand rub, especially when you return from outside or a crowded room.
6	Avoid touching your hands, mouth and face.
7	Wipe down surfaces on the airplane and in your hotel room with a antiseptic wipe.
8	Maintain a distance of at least 3 feet (1 meter) from someone that is coughing or sneezing. Cover your nose when they do cough or sneeze.
9	Try to get ample sleep.
10	If you start to feel ill (develop a fever, cough, difficulty breathing), stay in your hotel room and contact your local host. Have them arrange for you to seek medical attention.
11	Surgical masks are not effective at blocking ingestion of the virus, but if you start to exhibit any symptoms, please wear a mask to avoid potential spread if you are infected.
12	Stay informed on the latest developments about Coronavirus where you are. Follow advice given by the local government or public health authority or local DENSO affiliate.

**<5.0 Document Routing>**

Associate → Dept Management → Vice President → EO (Approval) → NAHR (TMS Representative or NAHR Planning Tracey Wall) (Copy)

**<6.0 Health Check Document Routing>**

Associate → NAHR (TMS Representative or NAHR Planning Tracey Wall) (Approval)  
→ associate's management / Vice President (Copy)