**Personal travel during COVID-19 pandemic**

Due to the various complexities of travel during the COVID-19 pandemic, please complete this form for any planned travel periods and return to [emergency@cares.cam.ac.uk](mailto:emergency@cares.cam.ac.uk). Please give as much notice as possible and minimum of 30 days before travel (apart from family medical or other emergencies).

|  |  |
| --- | --- |
| Name |  |
| Employing Institution |  |
| Supervisor |  |
| Planned dates of travel |  |
| Planned destination(s) |  |
| If travel is less than 30 days away, please state reason for short notice |  |
| Travel still has a lot of uncertainties, so please agree a work contingency plan for if your return to Singapore is delayed beyond your control with your supervisor and attach their email confirmation of the contingency plan to this form.  Please note contingency plan should include where you will work from if delayed (time zone), whether any of your work would not be possible from your temporary location, internet availability in your temporary location.  Please do note that if a satisfactory contingency plan cannot be implemented in the event of delayed return, then your employing institution may require you to take no-pay leave until you are able to work again. |  |
| Will you need to take any CARES-owned equipment with you (including laptops)?  Please give asset tag numbers if items are already issued to you. |  |
| Does your plan involve working (i.e. not taking leave) during any quarantine periods either in Singapore or elsewhere?  If so, please note planned quarantine locations here and confirm you have checked internet availability. Please attach email confirmation from your supervisor that they are aware and supportive of this plan. |  |
| If you are not employed by CARES, have you already informed your employing institution of your travel plans? |  |

I …………………………………… [Name], confirm that I understand that if I travel out of Singapore during the COVID-19 pandemic I am accepting the following:

* I will need to bear all applicable COVID-19-related quarantine, testing and re-entry expenses personally
* My employer-provided health insurance will not cover me outside Singapore, so I need to ensure I have sufficient personal coverage for travel
* [for Work Pass holders] if my Work Pass expires or is revoked whilst I am outside Singapore, my employer may terminate my employment contract

Signed: Date:

**For completion by CARES HR**

|  |  |
| --- | --- |
| Re-entry application by CARES needed? |  |
| SHN needed? |  |
| SHN/testing/insurance costs accepted by researcher |  |
| Studentship stipend impact? |  |
| Access lists updated? |  |