

COVID-19 (Coronavirus)

Staff Foreign Travel Protocol - v4 January 2022

This protocol sets out the position of Aspire in relation to staff returning from travel abroad and the changes in government guidance on travelling to England from another country during COVID-19.

[Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19)

1. **Staff who are fully vaccinated (or medically exempt from COVID vaccination*)** and have travelled abroad (to any country outside the UK) and arrive in England after 4am 9th January 2022;
 - must take a lateral flow or PCR test (this test must be organised through a private test provider) on their return to England. These tests may be taken any time after arrival, but before the end of day 2. The day you arrive is day 0.
 - staff may return to the workplace prior to undertaking/receiving their private test result, should they not have any symptoms of COVID-19 and undertake a free LFD test prior to their first shift which is reported as negative

**unable to have a COVID-19 vaccination for a medical reason which has been approved by a clinician under the governments medical exemptions process, and you are resident in England*

2. **Staff who are not fully vaccinated** and have travelled abroad (to any country outside the UK) and arrive in England after 4am 9th January 2022; must:
 - quarantine at home or in the place they are staying for 10 full days
 - take COVID-19 PCR tests – the first test on or before day 2 and the second test on or after day 8. *The day of arrival back in England is day 0.
3. **Staff who have visited a red list country.** There are different rules if you have travelled from or travelled through a red list country [Red list of countries and territories - GOV.UK](https://www.gov.uk/guidance/red-list-of-countries-and-territories). Travelling to a red list country will require 10 days quarantine in a managed hotel, and taking 2 COVID-19 tests regardless of vaccination status.

Aspire's position to all staff in relation to foreign travel:

Where a staff member is required to self-isolate due to travelling abroad then Aspire will:

- try to find meaningful work for the individual to undertake during their period of quarantine.
- where this is not possible the member of staff will need to either take annual leave or apply for unpaid leave to cover their period of isolation. In both instances (where practicably possible) approval is required in advance and in writing by Aspire before the staff member travels abroad. Where approval hasn't been granted prior to departure, the staff member must submit a special leave application immediately upon their return to the country.

Aspire recognises that there may be exceptional cases where staff have to travel abroad. In these exceptional cases the staff member must submit a special leave application for HR and Senior Management to consider using the existing Special Leave Policy.

Links contained within this protocol including QR codes

[Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19)



[Red list of countries and territories - GOV.UK](https://www.gov.uk/guidance/red-list-of-countries-and-territories)

