

T&E Pandemic Supplement Policy

Effective June 2020



Key Policy

- Travel not related to clients or prospects is prohibited at this time (e.g. for internal meetings).
- Travel to meet with client or prospect requires written approval in email from the C-level.
- Travel is completely voluntary, even if a state is 'open.'



Traveler Safety

- Follow existing CDC hygiene and social distancing protocols.
- Adhere to pandemic protocols at all travel destinations (per state and local health department websites).
- Traveling employees will be supplied with CST COVID-19 survival kit (contact Sharepoint).
- Employee exposure to COVID-19 individuals while traveling may require 14-day quarantine (Contact your Manager).
- Wear face masks.
- Wash your hands.
- If experiencing COVID-19 symptoms, contact your physician.



Meeting & Conferences

- Meetings & conferences are being conducted using video conferencing.
- No groups of employees to meet for business at this time.