



Modified Inspection Practices Tip Sheet: Travel Planning			
Travel Planning	Details		
Please contact the CAP if assistance is needed 800-323-4040			
Transportation	Rental Car	Disinfect high-touch surfaces including keys. Sanitize hands before driving. Store keys in plastic bag Check for locations along the route that offer restroom facilities	
	Air/ Train /Bus	Use mobile check in and electronic boarding passes. Allow additional time for security and any wellness screening Practice physical distancing in waiting areas sitting at least six feet distance (or three seats) between you and others. Wear face mask or face covering Use disinfectant wipes to clean hard surfaces. Sanitize hands throughout flight Eat before arriving at the terminal or before boarding. Avoid airline inflight snacks. Bring snacks and drinks onboard	
	Taxi / Ride Share	Sit in back seat. Touch as few surfaces as possible. Sanitize hands after entering and exiting Wear a cloth face covering or face mask Refuse sharing rides with those not in your group Respect the driver's distance and other written or spoken safety precautions	
	Hotel	Booking	Availability may be limited, be open to alternative options. CAP travel agents will verify that a hotel is open, has sufficient room capacity, and available services CAP travel agents will inquire if food/beverage service are closed at hotel first choice. If services are closed, an alternate option with services will be offered when available If CAP travel agents are unable to locate a hotel with sufficient rooms and/or available services, consider rescheduling the inspection to a later date as services are restored Strongly recommend contacting hotel prior to travel to ensure availability and services have not changed that will impact inspection travel Consider hotels with refrigerator and microwave for preparing/storing food Request hotels with flexible cancellation policies
		Check-In	Use mobile check in or digital keys. Use personal pen to sign any documents Decline daily room service
		During Stay	Disinfect high-touch surfaces Leave personal items in suitcase. Place toiletries in small tote to avoid touching counters Use only single use wrapped disposable cups and utensils in the room Remove clothes and place in disposable bag after entering the room at the end of the day. Change into clothes that are only worn within the room
Food		Planning	Contacting local restaurants to confirm open status, services (dine-on, take out only), and reservation requirements Inquire whether restaurants can seat larger groups. Consider breaking into small groups or using multiple restaurants
		During Stay	Dine at restaurants that strictly practice physical distancing. Use digital menus Consider purchasing food from the grocer to prepare meals or bring own food
Other considerations	CAP Travel Agents	CAP travel agents will not book hotels or airfares to any location that will require any length of quarantine for out-of-town visitors. Inspection must be rescheduled when restrictions are no longer in place Phone: 800-323-4040 ext. #7800 After Hrs: 877-320-0327 executive code YZ8G	
	Items To Bring	Hand sanitizer and disinfectant wipes (preferred at least 70% alcohol) Disposable grocery bags, tissues, napkins, individual plastic bags (baggies) Personal hygiene products - soap, deodorant, toothpaste or single-use toiletries Pens, paper, chargers for all electronics	
	Resources	https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html	