

## **ONE DAY BUSINESS TRAVEL ("BUSINESS TUNNELS")**

### **Introduction and legal**

This document is a variation, made by the Civil Contingencies Authority ("the CCA") under regulation 3(6)(b) of the Emergency Powers (Coronavirus) (General Provision) (Bailiwick of Guernsey) (No. 4) Regulations, 2020 ("the Regulations"), of the requirement of persons arriving in the Bailiwick by air or sea to self-isolate for 14 days, imposed by regulation 3(3) of the Regulations. It is a variation only in relation to the category of case of persons who are undertaking One Day Business Travel, as that term is defined in this document. The nature of the variation is as specified in this document. A person who undertakes One Day Business Travel, and so is a person to whom this variation applies, is called a Business Traveller in this document.

If a Business Traveller fails to comply with any of the conditions and restrictions which apply to him or her in respect of the variation, the variation shall lapse as it applies to that person, and he or she may be liable to prosecution under the Regulations for that failure to comply.

The employer of a Business Traveller may be liable to prosecution if the Business Traveller fails to comply with any of the conditions and restrictions which apply to him or her in respect of the variation. Circumstances in which this will be relevant include where the employer requires or requests a Business Traveller to act in the course of his or her employment in a way which constitutes a breach of the conditions and restrictions.

An excerpt from the Regulations is set out at Schedule 1.

### **What is One Day Business Travel?**

One Day Business Travel is travel to and from Guernsey from outside the Bailiwick on the same day, by air, for a purpose or purposes related to the conduct of business. Non-exhaustive examples of business and conducting business for these purposes are set out in Schedule 2. A Business Traveller must comply with the conditions and restrictions set out in this document. A Business Traveller may travel by a scheduled service or in a privately operated aircraft.

This variation does not apply in respect of anyone –

- displaying symptoms of COVID-19,
- who has been diagnosed with COVID-19, and has not received a subsequent negative test, whether or not he or she is displaying symptoms,
- who has cared for someone with COVID-19 within the last 14 days, or
- who otherwise feels unwell.

For the avoidance of doubt, anyone falling into one or more of the bullet point categories immediately above may not undertake One Day Business Travel.

As stated above, if a Business Traveller fails to comply with the conditions and restrictions which apply to him or her in respect of the variation, the variation shall lapse as it applies to that person, and he or she may be liable to prosecution under the Regulations.

### **What are the conditions and restrictions that apply to Business Travellers?**

#### *General*

1. The Business Traveller must travel into and out of Guernsey on the same day (unless prevented from so doing by circumstances outside his or her control – in relation to which, see the *Contingency Planning for travel delays* section of these conditions and restrictions below) for a purpose or purposes related to the conduct of business.
2. The Business Traveller must provide such information to officers from Public Health, the Guernsey Border Agency and Guernsey Police, and to any other persons authorised in this behalf by the Guernsey Border Agency, as those officers and persons may require in connection with the operation and enforcement of this variation –
  - (a) before travel to Guernsey (including, but not limited to, as required by the One Day Business Travel Notification Process document on the States of Guernsey website),
  - (b) on arrival in Guernsey,
  - (c) while in Guernsey, and
  - (d) on departure from Guernsey,and must comply with any other direction from those officers in that connection (including the provision of such further information as may be required).
3. The Business Traveller must conduct his or her business only at a meeting in –
  - (a) a designated meeting room at the airport hangars only,
  - (b) a meeting room in an office building or other business building, or
  - (c) where the business is a property viewing, at the property,and for the avoidance of doubt, for these purposes "other business building" excludes a dwelling and any building to which there is public access, such as a restaurant, café or pub.
4. The Business Traveller must not enter any place other than the airport and the building where the meeting is held (if somewhere different).

5. The Business Traveller must have regard to the *Public Health guidance for those organising meetings attended by a Business Traveller* at Schedule 3, and must, to the extent that it is reasonably possible, ensure that those organising the meeting comply with it.

*Travel to and from the meeting (where the meeting is not at the airport)*

1. The Business Traveller must travel to the meeting and back to the airport in a private car or taxi, and not by public transport.
2. There must be no physical contact at any time (including but not limited to handshakes) between the Business Traveller and the driver, and the Business Traveller must not let the driver carry or otherwise touch any bag or other possession.
3. The Business Traveller must sit on the back seat of the vehicle.
4. The Business Traveller must keep his or her face mask on for the duration of the journey.
5. The Business Traveller must ensure that he or she is the only passenger in the vehicle.
6. The Business Traveller must ensure that the windows of the vehicle remain open for the duration of the journey.
7. The Business Traveller must ensure that the vehicle travels directly to the meeting and back to the airport.
8. The Business Traveller must ensure that the name of the driver is recorded, and that this record is maintained for 14 days (to expedite contact tracing).

*At the meeting (including where the meeting constitutes viewing a property)*

1. The Business Traveller must maintain a distance of at least one metre from any other person at all times. For the avoidance of doubt, there must be no physical contact at any time (including but not limited to handshakes) between the Business Traveller and any other person.
2. The Business Traveller may not share pens, phones or any other item with any other person.
3. The Business Traveller must wash his or her hands frequently and maintain good respiratory hygiene.

4. The Business Traveller must ensure that the names of all the attendees of the meeting are recorded, and that this record is maintained for 14 days (to expedite contact tracing).

#### *Contingency Planning for travel delays*

On occasion it will not be possible for a Business Traveller to leave Guernsey on the same day he or she arrives for reasons outside the Business Traveller's control – because of technical issues with the aircraft on which he or she is travelling, for example, or because of delays caused by fog or other bad weather.

To minimise the risk to public health, in such circumstances a Business Traveller must travel directly to accommodation at which he or she can self-isolate in a room of his or her own and must inform Public Health of that address. He or she must self-isolate there until it is possible to leave Guernsey, at which point the Business Traveller must travel directly to the airport in a car, complying with the conditions and restrictions above relating to travel to and from the meeting. Further guidance about self-isolation is available at [website].

A Business Traveller must, before travelling, identify suitable accommodation at which he or she may self-isolate overnight if that is necessary – for example, the address of a hotel which offers full board and room service and which he or she knows has, or is very likely to have, rooms available for the night of the date of his or her travel.

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**Version 1.0**

## SCHEDULE 1

### Extracts from the Emergency Powers (Coronavirus) (General Provision) (Bailiwick of Guernsey) (No. 4) Regulations, 2020

#### PART I

#### SCREENING, ASSESSMENT, AND POWERS TO DETAIN ETC.

##### **Imposition of restrictions and requirements.**

3. (3) *A person who has arrived in the Bailiwick by air or sea and who has left an infected area within the 14 day period immediately preceding the date of his or her arrival in the Bailiwick must self-isolate for 14 days.*

[...]

(6) *The requirement to self-isolate under paragraph (3) and a requirement to self-isolate imposed under paragraph (4) may be varied –*

- (a) *by the MOH in relation to a particular case, orally or in writing,*
- (b) ***by the Authority in relation to or to one or more categories of case, or in relation to all cases, by publication on the relevant States of Guernsey website.***

[...]

(8) *The powers of the MOH and the Authority under paragraph (6) to vary the requirement under paragraph (3) or a requirement imposed under paragraph (4) include (but are not limited to) powers to –*

- (a) *specify exceptions to the requirement to self-isolate, and*
- (b) *shorten the duration of the requirement to self-isolate, either unconditionally or on the MOH being satisfied that one or more specified conditions have been met,*

*and such powers may be exercised either in relation to a particular case (as regards the powers of the MOH), or one or more categories of case, or all cases (as regards the powers of the Authority).*

## **SCHEDULE 2**

### **Examples of business, and conducting business, for the purposes of this document**

- Attending meetings with representatives of entities regulated, or administered, by the Guernsey Financial Services Commission, including solely or primarily for regulatory or compliance purposes
- Any activity associated with establishing a new business in Guernsey
- Any activity associated with renting or buying a property in Guernsey, including but not limited to viewing the property

**SCHEDULE 3****Public Health guidance for those organising a meeting attended by a Business Traveller**

- Those organising the meeting must promote good respiratory hygiene, and should ensure face masks are available for the use of attendees, together with information on their use.
- Documents signed or otherwise handled during the meeting should be left untouched for 72 hours, or alternatively hands thoroughly washed after touching them.
- The Business Traveller and other meeting attendees should be restricted to a specified area of the premises only, allocated a separate toilet, separate refreshments and meals area/table, and disposable items should be used as much as possible.
- Those organising the meeting must ensure that waste arising from these meetings (such as recycling items, papers, food waste, and paper towels) are double bagged and quarantined for 72 hours before being left for collection.
- The windows of the meeting room must remain open, where possible, to provide adequate ventilation, or alternatively the air condition system should be compliant with the regulations issued by the Federation of European Heating, Ventilation and Air Conditioning Associations in respect of Covid-19.
- The physical area where meeting attendees sit should be aired after the meeting and left untouched for 2 hours before being deep cleaned. This also includes toilets, any other facilities used and any surfaced potentially touched. Cleaning procedures should follow guidance available on <https://covid19.gov.gg/guidance/business/cleaning>.