

Guide for Healthy Travel

| Seasonal and A(H1N1) influenza

TRAVEL DRIVES BUSINESS

Business travel drives profitable growth. Although technology has come a long way in bringing people, know-how and ideas together, at Carlson Wagonlit Travel (CWT) we believe meeting in person will always be important for building successful, long-term business relationships. Consequently, we are committed to helping organizations effectively manage their travel programs to reach their business objectives. In doing so, the health, safety, comfort and well-being of business travelers are essential. Recently, there has been a great deal of media coverage surrounding the A(H1N1) virus, now the dominant influenza strain in most parts of the world. Furthermore, flu season is upon us in many countries. In order to help business travelers better understand the facts and stay healthy, CWT has prepared this document as a reference to be used before, during and after a business trip.

SEASONAL INFLUENZA

Seasonal influenza is an acute viral infection that can spread easily from one person to the next. Influenza viruses circulate in every part of the world and all age groups are affected. Annual epidemics peak during autumn and winter in temperate regions: September-March in the Northern Hemisphere, April-August in the Southern Hemisphere.

Seasonal influenza is characterized by a sudden onset of high fever, coughing, headache, chills, fatigue, muscle and joint pain, severe feelings of malaise, sore throat, and runny or stuffy nose. The incubation period (i.e., the time from infection to illness) is about two days. Most people recover from fever and other symptoms within a week without requiring medical attention. People at high risk—children under age 2, adults age 65 or over, people of any age with chronic medical conditions—can, however, suffer more severely.

Vaccination is the most effective way to prevent infection or severe outcomes from the illness, and individuals are advised to discuss this precautionary measure with their physician. In the event of infection, anti-viral drugs are often prescribed to reduce the symptoms and duration of illness.

A(H1N1) INFLUENZA

A(H1N1) is a new virus that had never circulated among humans before cases were detected in the spring of 2009. A(H1N1) causes an acute infection of the respiratory tract. For the most part, symptoms are mild and resemble those of seasonal influenza, making it impossible to tell the difference without medical intervention. Otherwise healthy people who have been infected with A(H1N1) usually recover within a week and without significant medical assistance.

Like seasonal influenza, the main route of human-to-human transmission is via respiratory droplets expelled by speaking, sneezing or coughing. Touching contaminated surfaces and then touching your mouth, nose or eyes also spreads the virus. There are no known instances of people becoming infected by exposure to pigs or other animals. Similarly, the virus is not transmitted by eating food.

Seasonal influenza occurs annually and most people have some immunity to the circulating virus, even if it changes every year. A(H1N1), on the other hand, is a new virus and most people have little or no immunity. This means the virus could cause more infections than seasonal flu.

In June 2009, the World Health Organization (WHO) acknowledged that the A(H1N1) virus was widespread enough to declare a pandemic. While not all people will become infected, there is almost universal vulnerability to infection. Nonetheless, a pandemic alert level does not reflect the inherent severity of the virus. In fact, based on scientific evidence and input from its member countries, WHO considers the overall severity of the influenza pandemic to be moderate today. Furthermore, thanks to individual education and medical advancements, the world is better prepared to deal with an influenza pandemic now than at any other time in history.

Since pandemics tend to encircle the globe in more than one wave, WHO is advising countries in the Northern Hemisphere to prepare for another wave. Countries with tropical climates, where the pandemic virus arrived later than elsewhere, also need to prepare for an increasing number of cases. Countries in temperate parts of the Southern Hemisphere should remain vigilant as well, even though the pandemic may have peaked at the national level in many places.

SAFE TRAVELS

WHO recognizes that global travel is commonplace and important, particularly for business. Although the A(H1N1) virus has been confirmed in many parts of the world, WHO does not recommend limiting or restricting travel or closing borders at this time. In fact, scientific research and historical evidence show that broadly restricting travel would be of limited or no benefit in stopping the spread of influenza. Consequently, the focus is on minimizing the impact rather than the spread of the virus by rapidly identifying cases and providing appropriate medical care.

If you have flu symptoms or are sick, it is important, nonetheless, that you delay your travel plans. It is also worth remembering that going to work while you have seasonal or A(H1N1) flu symptoms puts your colleagues at risk. If you are returning from a business trip and have flu symptoms, you may want to contact your healthcare provider. If you are diagnosed with A(H1N1) influenza, let your Human Resources Department know immediately. That way, they can take the necessary measures to help protect other employees.

PREVENTION IS THE BEST MEDICINE

Precaution and prevention are key to protecting yourself and others during business travel. A clear understanding of your company's travel policy, coupled with knowledge of its crisis management procedures, will help you make well-informed decisions before traveling and mitigate risk during business trips. In addition, keeping abreast of important events or potential hazards through pre-trip destination intelligence; CWT Alerts; and national, regional, and/or global health organizations enables you to take better care.

Before embarking on an international business trip, remember that most embassies and consulates do not administer or pay for health care, medications or vaccines when you are traveling internationally. Similarly, medical evacuation is generally not their responsibility. They may, however, help you locate appropriate

medical services if needed. If you are traveling domestically, make sure you have your healthcare provider's contact information with you. For travel at home or abroad, you should be perfectly familiar with your health insurance policy and any travel assistance programs your company may have implemented should you need medical care, including hospitalization or repatriation.

If you are at high risk for complications from A(H1N1) flu, you should discuss your travel plans with your physician. Pregnant women and adults with certain underlying medical conditions such as respiratory disease, cardiovascular disease, diabetes and immunosuppression are most vulnerable.

Taking preventive measures also requires that you:

- Maintain a distance of at least 3 feet (1 meter) from people who show influenza-like symptoms
- Reduce time spent in crowded settings such as airport waiting areas
- Refrain from handshaking, hugging and kissing since people may begin spreading the virus to others before they show signs or symptoms of illness
- Clean your hands thoroughly and often with soap and water or an alcohol-based hand rub
- Avoid touching your mouth and nose, as well as surfaces that are potentially contaminated
- Improve airflow in your environment by opening windows
- Practice good health habits that include adequate sleep, a nutritious diet and exercise even when you are traveling

There is no need to wear a mask if you are not sick. If you are sick and must travel or be around others, however, cover your mouth and nose. Be sure that you carefully follow instructions for proper usage of a mask since incorrect usage increases the chance of spreading infection.

Vaccines to protect against A(H1N1) influenza have begun to appear, but availability and demand will vary from one country to the next. As the first doses of the vaccine become available, health authorities in each country are deciding if and how they will implement national vaccination campaigns. Therefore, it is important that you stay informed of the latest developments in your country.

IF YOU THINK YOU HAVE THE VIRUS

If you have flu symptoms while you are traveling, avoid contact with other people. Seek immediate medical attention if you experience shortness of breath or difficulty breathing, have severe chest pains, are weak or unable to stand, experience sudden dizziness or confusion, suffer from severe or persistent vomiting, or if a fever continues for more than three days.

In all cases, make sure you follow the emergency procedures outlined in your company's risk management plan and/or your health insurance policy. If you are diagnosed with A(H1N1) influenza, let your company know immediately so they can take necessary precautions to help protect other employees. Frequent travelers who seek medical care should provide medical personnel at home and abroad with details of all of their trips in the preceding weeks and months.

When you are sick, protecting yourself and others entails common courtesy and healthy best practices:

- Work from your hotel room as much as possible
- Cover your nose and mouth when coughing or sneezing
- Dispose of tissues carefully and clean your hands immediately after
- If you do not have a tissue when you cough or sneeze, cover your mouth as much as possible with the crook of your elbow
- Do not shake hands, hug or kiss
- Wear a mask to contain the spread of droplets when you are around others and be sure to use it properly

AIRPORT SCREENING

In light of the spread of A(H1N1) virus, airport staff in some countries may check the health of arriving and departing passengers. Consequently, you may be asked to pass through a scanning device that checks your temperature, or be required to have your temperature taken with an oral or ear thermometer. You may also have to fill out a questionnaire about your health, undergo a medical examination, submit to medical treatment or hospitalization if you test positive for the A(H1N1) flu, or be quarantined for a period of time if a passenger on your flight has symptoms of the virus. For more information on entry screening procedures, consult the embassy of the country or countries on your itinerary.

In the event you are delayed and your travel plans change, you can contact the CWT Emergency Service Center on your itinerary for around-the-clock assistance.

STAY WELL INFORMED

CWT used several sources to prepare this information and will continue to address travel issues related to A(H1N1) influenza. Travelers should stay well informed by consulting the following sources:

- **CWT Portal¹** gives you a single point of access to critical information before, during and after a business trip. Important information includes your company's travel policy, destination intelligence, travel advisories, and health and safety alerts.
- Current information on A(H1N1) influenza from health organizations and government agencies around the world:
 - http://www.carlsonwagonlit.com/h1n1/health_organizations.html
 - http://www.carlsonwagonlit.com/h1n1/government_updates.html

Your company's travel manager has access to additional information from CWT and will share it as appropriate. It is also important to be familiar with your company's own policies as they relate to A(H1N1) influenza. Your personal physician is another important source of valuable information.

¹CWT Portal is the gateway to all CWT online tools. It is available in more than 100 countries worldwide on a client-by-client basis. Please contact your company travel manager for further information.

The information in this document comes from several sources, including the World Health Organization and the Centers for Disease Control in the United States. While every effort has been made to be as thorough and accurate as possible, all information is provided "as is" and without any representation or warranty. Please use this information as a basis for further research and not as a definitive report or recommendation. We also encourage you to talk to your physician for more in-depth knowledge and understanding of influenza and healthy business travel.