**Von:** Christof Johnen <C.Johnen@drk.de>
**Gesendet:** Freitag, 6. März 2020 00:10
**An:** Delegates All <DelegatesAll@drk.de>; Verteiler 21 <Verteiler21@drk.de>
**Cc:** Annette Schneider <A.Schneider@drk.de>; Schiwa Nabian <S.Nabian@drk.de>; GRCMissions <grcmissions@drk.de>
**Betreff:** Update COVID-19: GRC International Cooperation Health, Business Continuity and Travel Advisory; Additional Measures

Dear colleagues,

based on the rapidly evolving situation and a thorough discussion within the Team 21 Management-Group today, we have decided to introduce additional measures, aiming at ensuring our operational continuity and duty of care. These measures replace the Travel Advisory issued on 04 March 2020:

1. **Suspension of all international travels by GRC staff, except those deemed essentials for operational continuity. These travels are to be greenlighted by the respective line management. Field staff travel deemed essential need to be notified upon decision making to HQ. Ultimate arbitration lies with Head of International.**
2. **Suspension of all trainings, seminars, workshops, as well as internal and external events organized by GRC requiring international travel**
3. **Travels and events already on-going can be completed as planned and participants can go back to their duty station, potential travel restrictions by quarantine measures need to be observed.**
4. **R&R, whilst also representing a certain risk for both staff members and the organisation, is still granted if it does not hamper GRC’s operational continuity. Destinations must be agreed by line management, taking into consideration an informed decision based on the potential risk of infection, the risk of travel service disruptions and quarantine measures. HQ needs to be notified upon decision making.**
5. **Leave and private travel should follow the same principle of informed decision making and use of common sense. Possible restrictions returning to the duty station should be thoroughly considered.**
6. **Travel to and from duty station at beginning/end of mission continue to be planned. However, face to face briefing/debriefing in Berlin will be decided individually and possibly replaced by suitable alternative tools. Face-to-face Midterm-Briefings in Berlin are suspended and will be replaced by suitable alternative tools.**

These measures apply **for all GRC International Cooperation staff from tomorrow 6 March until 17 April 2020 for international travels, and until 15 May 2020 for trainings, seminars, workshops organized by GRC and requiring international travels.** We will update you, depending on the evolution of the situation, latest by 17 March (one month/two months predictability).

Kind regards

Christof & Christian