

**22 March 2021**

## **TRAVEL INFORMATION AND ADVICE FROM COVID CELL FOR UK PAX TRAVELLING TO UK FOR BUSINESS OR LEAVE**

### **BACKGROUND**

The COVID Cell is attempting to keep an up to date understanding on rules, regulations and policies to facilitate UK staff travelling back to UK. Below is the latest understanding we have. All staff are responsible for their own travel and complying with national regulations.

### **CURRENT SITUATION**

Below is the COVID Cell current understanding as at 22 March 21 of the steps to take if returning to UK.. Anyone travelling must monitor the UK, France, Belgium and Netherlands Websites regularly.

### **BLUF**

- Ensure you carry the following documents at all time when travelling
- Passport.
- SOFA Letter.
- NATO Travel Order.
- Passenger Locator Form.
- Proof of residency in the NLD.
- NATO ID Card.
- UK Forces ID Card.
- Copy of DAN 18 (Advisable in case you need to explain the regulations to a Border Official).
- Details of the test booking to comply with the day 2 & 8 testing requirements.
- Test Certificates.
- Permission to travel documents for France and Belgium if appropriate.
- Curfew documents if travelling at night in curfew hours.
- Statements that you are free of COVID for each country travelling through.
- Statement of reason for travelling out of UK for return trip.
- Car Registration and insurance documents.

### **NEW KEY POINTS TO NOTE - GENERAL**

- The Government will determine when international travel from UK should resume no earlier than 17 May.
- There are current two different Defence Exemptions regarding travel back to UK-The Defence Exemption for those travelling on business and the Defence Resilience Exemption which is the exemption that we use to travel back on leave. Currently both have separate regulations. On 15 Mar the regulations were expected to merge but no details released by UK GOV yet regarding changes.
- On 17 March EJSU reported that from UK GOV NO EJSU countries are now on the 'Red List'. HMG has created an additional List – Amber Plus which includes Portugal (down from Red), Belgium, France and Italy. The Amber Plus list does not require Managed Quarantine in a hotel but it will result in increased enforcement of quarantine for those returning from the above countries to the UK. This means an increased number of calls to ensure arrivals are isolating, and follow-up visits to ensure people are complying with the self-isolation requirements. The Defence exemptions remain unaffected for Amber List countries, being

treated the same as Amber. The new list comes into effect on 19 Mar 21. DAN18 will be updated in due course.

- The DIRECTED LETTER – COVID-19 TESTING v3 dated 1 March which is the latest MOD Guidance and supersedes the DAN directs that for the purposes of COVID-19 testing, duty travel is extended to include travel conducted under School Children’s Visits regulations and personnel travelling under a Personnel Resilience Exemption. This means that Service personnel (SP) and their immediate families may be eligible to claim costs associated with COVID-19 tests in the following circumstances: the mandatory requirement to carry out a COVID-19 test prior to and on arrival in the UK; the Test to Release scheme; or those that for exceptional reasons, due to a Service requirement, have had to pay for testing.
- On Friday 12 Aug FRA announced that people travelling to and from UK will no longer have to provide documentary proof that they have “essential reasons” for their trip such as a family or medical emergency. NOTE: UK GOV Still limits travel to Netherlands until 17 MAY
- On 9 Mar the NLD government lifted the ban on passenger flights and ferries from the United Kingdom. It also relaxed travel restrictions for a number of people who want to travel to the Netherlands from outside the European Union, including business travellers and people in a long-distance relationship NOTE: UK GOV still limits travel to Netherlands until 17 MAY 21
- Those with an exemption for essential Defence activity did not legally have to comply with the new testing rules until 15 March. However, Defence policy is that, where it is possible, those with an exemption for essential Defence activity should still aim to test on day 2 and 8. In the absence of new post March 15 UK GOV guidance on this, it is recommended that all staff follow the testing requirements and claim the costs back as allowed under the Directed Letter - COVID Testing V3. <https://www.gov.uk/government/publications/tri-service-regulations-for-expenses-and-allowances-jsp-752/directed-letter-covid-19-testing-1-march-2021-including-annex-a>
- Those with a Personnel Resilience Exemption are required to comply with the day 2 and 8 testing requirement <https://www.gov.uk/guidance/testing-on-day-2-and-day-8-for-international-arrivals>
- Travellers without proof of a completed Passenger Locator Form, unless exempted, may be subject to enforcement action by UK Border Force.
- Even though you may be travelling back for a day, the full 2 and 8 day test package must be purchased in advance of travel and details entered onto the Passenger Locator Form.

#### **KEY POINTS TO NOTE – BOARDING SCHOOL VISITS/COLLECTION/DROP OFFS**

- A personal resilience exemption is available for those who have children at a UK education establishment and travel is required for collection/ escort, or to provide care. Those using the Personnel Resilience Exemption must comply with Pre-Departure testing requirements, 2 and 8 day testing requirements and complete a Passenger Locator Form prior to travel.
- From 15 Feb all arrivals over the age of 11 years must possess a negative COVID test taken within the 72 hours prior to departure. You must take 2 coronavirus (COVID-19) tests after you arrive in England - you’ll need to book these before you travel and either quarantine in the place you’re staying or in a managed quarantine hotel for 10 days from when you arrive in England. See details within DAN 18 for further information

**TRAVEL HOOK OF HOLLAND-HARWICH – STENNA, ROTTERDAM-HULL – P&O, AMSTERDAM-NEWCASTLE – DIRECT FERRIES** (online bookings are restricted, phone or email bookings only in some cases)

- Book an antigen test in NLD or DEU. (note this may change within days to a requirement for a PCR Test)
- Have ACOS JMED sign an antigen test cover letter
- Fill in the UK Risk Assessment Excel spreadsheet as normal if you are seeking either a Defence Work related exemption or a personal respite exemption to quarantining in UK. Ensure all reasons for quarantine exemption in UK is clear and forward to Sqn Ldr Kris Bebbington Dewy.Bebbington@jfcbs.nato.int who has taken over the role from Flt Lt Foote. Sqn Ldr Bebbington can refresh individuals on how to fill out requests as required.
- Once agreed by SNR, an exemption to quarantine letter will be provided by the SNR. Letter must be carried. Ensure you have an exemption for PCR Test signed by SNR for return trip. (Current as at 10 Mar 21 but expected to change approx. 15 Mar 21)
- Carry a copy of the HQ produced Tri border letter stating that you live in Netherlands.
- Ensure you have the NLD curfew document exemption if travelling in Netherlands curfew hours. [Curfew forms | Coronavirus COVID-19 | Government.nl](#)
- Book a test day 2 and 8 in UK prior to filling in the Passenger Locator Form <https://www.gov.uk/guidance/providers-of-day-2-and-day-8-coronavirus-testing-for-international-arrivals>
- Fill in the UK [passenger locator form](#) prior to arrival in UK passenger locator form if travelling for any other reason other than a Defence exemption.
- On arrival at UK customs show the SNR Exemption to Quarantine letter and NATO Travel Order plus show the PLF if requested.
- On arrival in UK, all must ensure that the Defence and respite exemptions are not abused and that full compliance with DAN 18 is expected of all service personnel. DAN 18 directs certain levels of behaviour and compliance with national regulations to minimise risk to self and others. Risk is to be mitigated at all times.

#### **HARWICH-HOOK OF HOLLAND, HULL-ROTTERDAM, NEWCASTLE-AMSTERDAM**

- Prior to departure check for any changes to regulations. Measures may change at short notice.
- Non service personnel are required from 8 March 2021, to complete this form to declare the reason that you need to travel abroad. Defence personnel are however exempt from the need to complete this declaration form for overseas travel [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/967118/declaration-form-for-international-travel.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967118/declaration-form-for-international-travel.pdf)
- Fill in NLD 2 documents- sworn statement and travel certificate. If you are coming from a country that is not in the EU or Schengen area and you are not a national of an EU or Schengen country, you must fill in a negative test declaration and carry it with you.
- Fill in NLD curfew documents if travelling during curfew hours 2100-0430. [Curfew forms | Coronavirus COVID-19 | Government.nl](#)
- Carry NATO Travel Order and have proof of residence in Netherlands.
- A NATO travel order will exempt you from the mandated PCR test only. A rapid test will need to be completed immediately before departure. These are available at all departure locations. Be aware that this may be upgraded at short notice to a requirement for a PCR Test in the near future.
- Ensure you either Quarantine on return to NLD or have ACOS authority plus an antigen test no older than 48hrs old prior to re-entering the HQ building. This may be a self-test for those returning to the HQ post Easter Leave as a trial.

- If at any time at any stage you have COVID symptoms which now also include headache, runny nose and sore throat then immediately self-isolate, seek medical advice, inform UK Chain of Command, inform COVID Cell and undertake personal contact tracing.

#### **CALAIS – FOLKESTONE -EUROTUNNEL**

- Fill in the UK Risk Assessment Excel spreadsheet as normal if you are seeking either a Defence Work related exemption or a personal respite exemption to quarantining in UK. Ensure all reasons for quarantine exemption in UK is clear and forward to Sqn Ldr Kris Bebbington [Dewy.Bebbington@jfcbs.nato.int](mailto:Dewy.Bebbington@jfcbs.nato.int) He can refresh individuals on how to fill out requests as required.
- Once agreed by SNR, an exemption to quarantine letter will be provided by the SNR. Letter must be carried.
- Book a PCR test ensuring it is within 72 hrs of travel if travelling via Eurotunnel and not travelling on a NATO Travel Order. PCR Certificate with passport number included on certificate must be provided for family members travelling and shown on demand.
- Carry a copy of the HQ produced Tri border letter stating that you live in Netherlands.
- Ensure you have the NLD curfew document exemption if travelling in Netherlands curfew hours. [Curfew forms | Coronavirus COVID-19 | Government.nl](#)
- Fill in the Belgium document outlining your travel is essential through Belgium at <https://travel.info-coronavirus.be/fr/voyage-essentiel>
- Since February, 1st, to travel to or through France, you need to show a negative PCR test of less than 72 hours if you travel to or through France for private reasons (vacation, funerals...but if your travel is for professional reasons (National or NATO reason), you don't have to show a PCR test. You only have to show your JFCBS ID Card, authority to travel from SNR and NATO Travel Order to cross the border.
- You must also fill in and carry a French sworn statement stating you do not have COVID. - [Download it here](#)
- Fill in the Certificate to exit France. [The Certificate to Exit France in English](#)
- You must also fill in and carry an exemption certificate to travel in France during curfew. Failure to produce this will result in a 135 euros fine. [Attestations de déplacement "couvre-feu" / L'actu du Ministère / Actualités - Ministère de l'Intérieur \(interieur.gouv.fr\)](#)
- Fill in the UK passenger locator form prior to arrival in UK [passenger locator form](#) if travelling for any other reason other than a Defence exemption.
- On arrival at UK customs show the SNR Exemption to Quarantine letter and NATO Travel Order.
- On arrival in UK, all must ensure that the Defence and respite exemptions are not abused and that full compliance with DAN 18 is expected of all service personnel. DAN 18 directs certain levels of behaviour and compliance with national regulations to minimise risk to self and others. Risk is to be mitigated at all times.

#### **FOLKESTONE- CALAIS EUROTUNNEL**

- Prior to departure check for any changes to regulations. Measures may change at short notice.
- You are required [From 8 March 2021](#), to complete this form to declare the reason that you need to travel abroad. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/967118/declaration-form-for-international-travel.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967118/declaration-form-for-international-travel.pdf)
- The NATO Travel Order gives exemption from the curfews and all forms are to be completed in advance of travel.

- The NATO Travel Order gives exemption to have a PCR Test to enter France for mil staff on mil business. All travellers from the UK, including children aged 11 and above, will need to present a negative COVID-19 test result, carried out less than 72 hours before departure from UK to France. From 18 January, only PCR tests are accepted for passengers.
- Fill in French sworn statement document. [Download it here](#)
- Fill in French Curfew exemption letters if travelling at night. [Attestations de déplacement "couvre-feu" / L'actu du Ministère / Actualités - Ministère de l'Intérieur \(interieur.gouv.fr\)\)](#)
- Fill in certificate to exit France. [The Certificate to Exit France in English](#)
- Fill in Belgium reason for travel document. <https://travel.info-coronavirus.be/fr/voyage-essentiel>
- Fill in NLD 2 documents- sworn statement and travel certificate. If you are coming from a country that is not in the EU or Schengen area and you are not a national of an EU or Schengen country, you must [fill in a negative test declaration](#) and carry it with you
- Fill in NLD curfew documents if travelling during curfew hours 2100-0430. [Curfew forms | Coronavirus COVID-19 | Government.nl](#)
- Carry NATO Travel Order and have proof of residence in Netherlands.
- Ensure you either Quarantine on return to NLDs or have ACOS authority plus an antigen test no older than 48hrs old prior to re-entering the HQ building.
- If at any time at any stage you have COVID Symptoms which now also include headache, runny nose and sore throat then immediately self-isolate, seek medical advice, inform UK Chain of Command, inform COVID Cell and undertake personal contact tracing.

## BACKGROUND TRAVEL DATA- NEW CHANGES

### UK TRAVEL DECLARATION FORM

- [From 8 March 2021](#), you must complete this form to declare the reason that you need to travel abroad.
- You must complete this form if you are travelling outside the UK from England. Different rules apply for international travel from [Northern Ireland](#), [Scotland](#) and [Wales](#).
- You should print a copy of the completed form or save it to a mobile phone or other device.
- You may be asked to show this declaration form at the port of departure. You may carry evidence to support your reason for travel.
- Entering a port of departure to travel internationally without a completed form is a criminal offence, for which you could be fined.
- If you try to travel abroad without a legally permitted reason, you may also be fined for breaching the stay at home requirements.
- Some people are exempt from completing the declaration form because of the job they do. Find out about [which jobs are exempt and the conditions that apply](#).

### SP RETURNING TO UK- MANDATORY 2 AND 8 DAY TESTING

- In addition to pre-departure testing requirements, from 15 February 2021, all passengers travelling to the UK are expected to take mandated COVID-19 tests on day 2 and day 8 of quarantine. Passengers from some locations (Red List) are subject to Managed Quarantine and must purchase a quarantine package through a dedicated online portal that includes accommodation, food and a day 2 and day 8 COVID-19 test. In England, those travelling from Amber List countries are required to self-isolate at the location they specify on their Passenger Locator Form and abide by the same stringent testing regime. In both cases PCR tests must be booked from a list of Government approved test providers. DAN 18 provides full details and lists all exemptions.

- The situation remains fluid and the COVID-19 Response and Recovery Team are working with TLBs to find an enduring Defence solution for affected SP and their immediate family members. However, in the meantime, if SP and/or their immediate family members have to return to the UK for duty reasons<sup>7</sup> and are required to pay for COVID-19 tests, they will be eligible to claim back the costs of these tests.
- Method of Claim. The costs incurred from ordering the day 2 and day 8 tests not as part of the Red List package can be claimed via JPA using 'Miscellaneous' expense type then selecting 'Medical, Dental, Opticians and Prescription fees' from the dropdown menu. SP should record "Return to UK COVID-19 Test DAN 18 test on UK arrival" in the justification box.

#### **SP RETURNING TO UK-TEST AND RELEASE**

- The Test to Release Scheme continues to be in operation for those arriving from certain countries and offers individuals an opportunity to reduce the self-isolation period on arrival in England. However, arrivals will still be required to purchase the 2-test package. If either the day 2 or day 8 test come back positive individuals will have to quarantine for a further 10 days from that point.
- If a positive test is received from the day 2 test, a day 8 test is not required. Further details can be found in DAN 18. SP must ensure that they have read the most up to date guidance on the Test to Release scheme.

#### **USEFUL WEBSITES**

**France:** [Attestations de déplacement "couvre-feu" / L'actu du Ministère / Actualités - Ministère de l'Intérieur \(interieur.gouv.fr\)](#)

**Belgium:** [Information regarding COVID-19 for foreign diplomatic missions and international organisations established in Belgium | Federal Public Service Foreign Affairs](#)

**Netherlands:** <https://www.government.nl/topics/coronavirus-covid-19>

**UK:** <https://www.gov.uk/coronavirus>

**Eurotunnel:** [Coronavirus - COVID-19 \(eurotunnel.com\)](#)

**UK Passenger Locator Form:** <https://www.gov.uk/provide-journey-contact-details-before-travel-uk>

**UK 2 & 8 Day Testing:** <https://www.gov.uk/guidance/providers-of-day-2-and-day-8-coronavirus-testing-for-international-arrivals>

**UK Test to Release:** <https://www.gov.uk/uk-border-control/ending-self-isolation-early-through-test-to-release>

**EJSU.Net Travel Advice:** <https://www.ejsu.net/covid-19/travel/>