Health and safety checklist for fieldwork outside the Netherlands

**Health**
2. Visit the website Gezond Op Reis (Healthy Travel) for general health information, including good travel pharmacies, for example.

**Security**
1. For information concerning safety and security in the country/countries in which you will be staying, visit the website of the Ministry of Foreign Affairs.
2. Adapt your conduct and clothing to the local customs and inform yourself about local laws and regulations.
3. Save the local emergency number on your phone, as well as the general UvA emergency number (+31 (0)20 525 2222).
4. When you go abroad, you can use the Chubb TravelSmart app. You can download TravelSmart via the app store. You can create an account with your UvA email address; the password is the policy number of the Business Travel Insurance: DL221283. If you give consent, the app will recognise where you are at that moment. The app provides alerts in case of emergencies and you can use it to contact the police or medical assistance. The app also contains information on safe travel and accommodation.

**Insurance**
Find out whether you need any supplementary insurance. In principle, UvA employees are fully covered. See insurance in and around the workplace. Whether or not supplementary insurance is required depends on the work to be carried out and the location in question.

**Travel documents**
1. Make sure you have a valid passport (and also be sure to keep a photocopy somewhere separate).
2. Find out whether a visa is required for the country or countries you will be visiting.
3. Ensure valid tickets for your outbound and return journeys.

**Finance**
1. Find out whether your debit card and/or credit card is/are valid and/or whether you need to request additional cards.
2. Store each of your debit/credit/other cards in separate places and never take large amounts of cash with you to the site.

**Accommodation**
1. Arrange for accommodation well in advance of your arrival.
2. Check the accommodation beforehand for standards of hygiene and emergency exits.

**ICT-security**
On ICT-security you will find useful tips and information to work safely digitally.

**Contacts at home**
1. Make sure that your contacts at home (e.g. family) can reach you. Provide them with the local address and telephone number via which you can be contacted during the trip.
2. Also, make sure that your contacts at home can reach the UvA. Give them the contact details of the P&O office, your supervisor or your research supervisor.

**Upon your return**
1. Symptoms and ailments (psychological or physical) can occur on location, but they may also arise after your return.
2. Always report any symptoms or ailments to the occupational physician (OHSS tel. +31 (0)20 525 6210) and possibly also to your supervisor or research leader. You can also always contact the occupational physician for advice if you are in doubt, even if you have no immediate symptoms.