

Travel To and From Antarctica: 2019/20

Coronavirus and travel to Antarctica

All individuals who have recently visited China should be in quarantine/self-isolation and symptom free for 2 weeks before traveling to Antarctica or joining a BAS ship. Any recent travel to China should be identified to the BAS Polar Operations Support Team.

Any deploying personnel should not travel with any flu-like illness. If you later develop any symptoms please contact the ship/station Doctor or contact BASMU.

General advice can be found at: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

1. General:

- a. Travel by the most direct and convenient route at the start of your tour to Antarctica will be arranged for you by British Antarctic Survey (BAS). You will not normally have the option to make your own arrangements for travelling south. If this is likely to cause you significant inconvenience, please contact the Polar Operations Support Team as soon as possible, contact details at the end of this notice.
- b. You will be able to view your planned travel via the SOUTH database. For those external to BAS, a password and link to view your travel remotely will be provided by early September 2019.
- c. It is an individual's responsibility to obtain any required visas. All non-UK citizens are advised to check whether they need visas for entry (even in transit) for Chile, South Africa and Falkland Islands.
- d. Approximately 2 weeks before your planned departure date, the Support Team will contact you by e-mail with travel details for the southbound journey. On receipt, you **MUST** contact the Support Team to:
 - Confirm receipt of travel documentation
 - Confirm how you are getting to the airport
 - Raise any queries you may haveIf you don't contact us, we will not know whether you have received your tickets!
- e. BAS organises transport from BAS Cambridge to departure airports. If you do not wish to use this transport, you may make your own arrangements to travel to the airport and then (depending on the arrangements made for your particular project) you may be able to retrospectively reclaim reasonable expenses incurred (i.e. public transport in second class). Different rules apply to ships' crew and some external participants; if in doubt, please ask the Polar Operations Support Team.

2. Commercial Flights

- a. If travelling on a commercial airline, your flight is likely to be to/from London Heathrow. You will fly to your Gateway, which is:
 - Punta Arenas (PA) in Chile **or**
 - Falkland Islands (FI) via Chile **or**
 - Cape Town (CPT) in South Africa

- b. Normal commercial regulations will apply, including restrictions on hand baggage. Most airlines now restrict hand baggage to one bag of specific dimensions.
- c. Please allow for delays at stopover airports. You are advised to carry a small towel and toiletries (each container of liquids must be less than 100ml) in your hand luggage.
- d. ***Stopover in Santiago:***
 - Before the start of the Antarctic season, those travelling to any Antarctic location via Punta Arenas in Chile may choose in advance to opt for either:
 - Transit straight through in Santiago, waiting at the airport for connecting flights (Approx. 3-6 hr wait) and taking the earliest available onward flight to Punta Arenas **or**
 - A planned stopover in Santiago en route (minimum 11hrs including transfers) with a hotel room provided. The stopover may be during daytime and will be dependent on hotel rooms being available.
 - Your decision is a personal one and will depend on how you prefer to manage long distance travel.
 - Those travelling to/from FI via Santiago do not have a choice to make; they will automatically be accommodated in Chile to await the connecting flight, normally the following day (a hotel room will be provided).
 - Anyone wishing to make use of this facility in 2019/20 should advise the Polar Operations Support Team at least 8 weeks prior to travel.
 - ***Please note: Your decision (i.e. stopover or no stopover in Santiago) at the start of the season will normally apply to your route north as well as the route south, because it affects the type and cost of ticket that can be purchased. You will not normally be able to make changes later.***

3. MOD Flights

- a. BAS will book seats on MOD flights from UK to Falkland Islands.
- b. MOD flights to FI depart from RAF Brize Norton in Oxfordshire.
- c. The flight time from UK to FI is approximately 20 hours, including a short refuelling stop at Cape Verde (normally around 1-2 hours). You will be required to disembark the plane during refuelling. You will not be allowed to leave the airport.
- d. Occasionally flights are delayed at Cape Verde, in which case VERY basic shared overnight accommodation is provided. You are advised to carry a small towel and toiletries including sun lotion (each container of liquids must be less than 100ml) in your hand luggage. You will not have access to the baggage in the hold.

4. Airline Tickets:

- a. All tickets are issued electronically through BAS. You **MUST** respond to the email to confirm receipt of your ticket.
- b. Winterers will be issued with single tickets (ie: one-way only). When the time arrives for you to return from Antarctica you will be issued with a single ticket for the journey home (however, see also the guidance about “Making Your Own Way Home”).
- c. All staff travelling to Halley through Cape Town will be issued with a return ticket where possible unless returning to the UK by a different route. For those staff issued

with a single ticket BAS will issue you with a ticket for the return journey once your exit route is confirmed.

- d. All staff travelling by MOD charter to Falkland Islands will be issued with a single ticket. This is because MOD does not issue return tickets. BAS will issue you with a ticket for the return journey once your exit route is confirmed.
- e. All personnel travelling by commercial flight to Punta Arenas or Falkland Islands (FI) will usually be issued with a RETURN ticket.
- f. *Please note that if you travel to Antarctica by commercial airline through Chile, then you can normally expect to return by the same route.*

5. Aircraft baggage allowances:

- a. Baggage allowances vary depending on the route flown and you WILL be restricted in the amount of luggage you may carry. Unless specifically agreed in advance, BAS will not cover any excess baggage charges.
- b. If your project is paying for your travel, you will need to check the project's arrangements concerning excess baggage charges.
- c. The allowances are:
 - **Commercial flights UK to CPT** **46kg hold baggage**
This includes two check-in bags – one for personal luggage and a second for your kitbag. Separate weight for hand luggage—8kg max.
 - **Commercial flights UK to PA/FI** **46kg hold baggage**
This includes two check-in bags – one for personal luggage and a second for your kitbag. Separate weight for hand luggage—8kg max. On your return flight, the luggage allowance will be 23kg.
 - **MOD flights UK to FI** **54kg total allowance**
The total allowance includes hand luggage.
 - **DASH flights to/from Rothera** **31kg personal luggage allowance**
All personal luggage must be 31kg or less. BAS kitbag is accounted for separately.
 - **White Desert/NPI flight from CPT** **20kg personal luggage allowance**
All luggage must be in soft bags. 20kg kitbag, 5kg hand luggage and a 2kg sleep system are also allowed.
 - **DROMLAN flight from CPT** **28kg personal luggage allowance**
All personal luggage must be 31kg or less. Kitbag and sleeping system will be handled separately by BAS.
- d. **BEWARE: The smallest baggage allowance across the WHOLE of your journey will be applied.** To clarify: if you are travelling by air from UK to Falkland Islands and then by air from Falkland Islands to Rothera, your TOTAL personal baggage allowance will be **31kg**. This is because of the weight limit on the BAS flight between the Falklands and Rothera. If you have carried 54kg on the MOD flight to the Falklands, the additional 23kg luggage will be left behind to continue the journey by ship later in the season. You must inform the Support Team if you are carrying extra baggage.

- e. There are different restrictions if you are transferring from Rothera to Halley by air or travelling on non-BAS shipping. If in doubt, please contact the Polar Operations Support Team.
- f. Restrictions on the size, weight and content of hand luggage apply to all aircraft, including MOD flights. Most airlines now insist on only one piece of hand luggage. Please carefully read the instructions which will be issued with your tickets.
- g. If you wish to take a laptop computer, keep it with you at all times whilst travelling; you should aim to include it in your one piece of hand luggage.
- h. Hazardous materials, including biological materials, may NOT be carried on any flight. These include firearms, flammable liquids, mercury (including thermometers) and fireworks. Batteries are also prohibited, although you may carry small quantities within or with electrical equipment. If you have any queries about items you intend to carry, please contact the Support Team as soon as possible.

6. Meals and Accommodation at your Gateway:

- a. On arrival at your Gateway (i.e. FI or Punta Arenas or Cape Town) you will normally have a stop of at least one night before continuing your journey. However, for operational reasons, exceptionally you may move onward on the same day.
- b. If you are accommodated on a ship at the Falkland Islands, then all meals will be provided on that ship. You may elect to eat elsewhere at your own expense. You may not reclaim expenses for meals whilst accommodated on a ship.
- c. You may complete expenses forms for snacks during long stop overs (over 4 hours) at airports. You must provide receipts when submitting a claim.
- d. Accommodation in hotels at Cape Town and the Falkland Islands is provided on a full board basis only. You may elect to eat elsewhere during your stay at your own expense. You may not reclaim expenses for meals at any of these gateways.
- e. If you are using Punta Arenas as a Gateway accommodation will be provided on a B&B basis, the following arrangements are in place for lunch and dinner:
 - i. For BAS Staff—You can claim your lunch and dinner expenses up to the values stated on the FCO Subsistence rates for Chile (available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/781249/Worldwide_subsistence_rates_effective_6_April_2019.pdf?_ga=2.229131162.746466069.1566897739-759923754.1558078115) **Please note that only actual costs can be claimed and receipts must be provided.**
 - ii. For AEP Staff—you will complete a T&S claim form, this must be submitted within 4 weeks of you arriving on station and within 4 weeks of arriving home. You can claim your lunch and dinner expenses up to the values stated on the FCO Subsistence rates for Chile (available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/781249/Worldwide_subsistence_rates_effective_6_April_2019.pdf?_ga=2.229131162.746466069.1566897739-759923754.1558078115) **Please note that only actual costs can be claimed and receipts must be provided.**
 - iii. For external visitors—You should claim back the costs of your lunch and dinner from your institute or grant

7. Onward Travel to Antarctica:

a. On BAS Aircraft (Dash 7):

- 1) If you are flying to Rothera from Punta Arenas or FI, you will depart on the BAS Dash 7.
- 2) There will be a pre-flight briefing prior to boarding the aircraft at the gateway.
- 3) Transport is provided from the accommodation to the airport. Full details will be issued with your travel arrangements.
- 4) BAS aircrew will inform you about the flight, weather and timings. Please note:
 - Flight duration is a minimum of 4½ hours (average 5½) but could be as long as 11 hours if diversions are taken due to bad weather.
 - It is BAS policy that you are equipped with suitable Antarctic clothing for the journey. For your own comfort you will be required to take warm, comfortable shoes, a windproof fleece, a warm hat or gloves and sunglasses for the journey and for when you arrive into Rothera.
 - A packed lunch will be provided by AGUNSA for the southbound flight.
 - You may provide your own snacks to eat during the journey if you wish (no fresh fruit/vegetables).
 - Tea/coffee is available on the aircraft; you are strongly advised to carry extra water with you to avoid problems with dehydration during the flight.
 - Toilet facilities on the Dash 7 are basic; make sure you go before boarding!

b. By Ship:

If you are travelling to Antarctica on a ship, you will normally join that ship directly on arrival at your Gateway and almost always, the day before departure. Full details will be supplied with your travel arrangements or by agents upon arrival at the gateway.

8. Travelling home from Antarctica:

- a. Travel from your Antarctic station will normally be by BAS ship or Dash-7 to either FI or Punta Arenas. BAS will expect to arrange your northbound flight to UK (however, see the section on “Making Your Own Way Home” below).
- b. Approximately 1 week before the start of your return journey you will receive travel details from the Station Leader.
- c. It is possible that you will return north by a different route to that of your southbound journey in which case a more restrictive baggage allowance may apply. Please note that BAS will not cover any excess baggage costs to account for this difference, but you may have the option to consign cargo to the ship for later return to UK.
- d. On return from Antarctica, you are responsible for clearing your personal baggage through Customs and will be liable for any duties levied. BAS will not pay any duty on your behalf.
- e. BAS will organise transport from the airport of arrival in UK to BAS Cambridge. Anyone returning to UK from Antarctica may use this transport. **Anyone wishing to transfer to Stansted Airport for onward flights may use the transport coming to Cambridge BUT you must register your request in advance as the bus will not take this route without prior authority from Polar Operations Support Team.**
- f. For those travelling from Brize Norton, if more than 2 members of the group require transportation from the airport to Oxford Rail/Coach Station, then transport may be

arranged by the Polar Operations Support Team (subject to availability). This must be requested no later than five days prior to your departure from the gateway and will be arranged at the discretion of the Support Team. External participants may be invoiced dependent on how their project is funded. Contact details for taxi providers at Brize may be available at the airport.

- g. If you do not wish to use the transport to Cambridge you may make your own arrangements and, if appropriate, retrospectively reclaim reasonable travel expenses incurred (i.e. public transport in second class). Ships' crews and external visitors are subject to different arrangements, so if you are in any doubt, please contact the Polar Operations Support Team.
- h. Anyone considering using a hire car must carry a full UK driving licence and will be responsible for making his/her own arrangements for hire cars on arrival in UK. **Please note that BAS strongly recommends that you should NOT drive a vehicle immediately after any long-haul flight.**

9. Making your own way home

- a. BAS is responsible for all travel arrangements to and within Antarctica.
- b. You may choose to make your own arrangements for your return from your Gateway destination outside Antarctica.
- c. If you are considering this option, please read the guidelines entitled '**Making Your Own Way Home**' which are issued annually in September and are available on the BAS intranet and from Polar Operations Support Team.

10. Important Things to Remember about your travel:

Before travelling, you **MUST** ensure that:

- Your passport will have more than 6 months' validity left at the time you are due to return from Antarctica.
- For those travelling through South Africa, your passport must have at least 2 adjacent pages left completely clear for Immigration stamps.
- You have any visas required for countries that you will visit, particularly if you are hoping to make your own way home.
- You have sufficient money with which to purchase meals during airport stopovers (if appropriate, reasonable costs for meals taken at airport stopovers can be reclaimed retrospectively).
- Credit/debit cards will be in-date for the period for which you will be away.
- Your baggage is within the weight/size limits for every leg of the journey.
- All baggage, including hand luggage, is clearly labelled. This information is vital in tracing it if anything goes missing in transit.
- Friends and relations know your e-mail address and know how to contact you in an emergency. HR will pass onto all BAS staff a Next of Kin (NOK) handout before your trip south. All external participants will receive this document from the Polar Operations Support Team.

Contact Details:

For further information or if you have any queries about your travel please contact the Operations Support Travel Team:

Eve Morley – eveley@bas.ac.uk

Megan White – megth@bas.ac.uk

Tel. (within business hours): 01223 221 458

Travel on-Call (emergency out of hours): +44 774053 7782

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