

BUBBLE TO BUBBLE TRAVEL ENTRY AUTHORIZATION FORM

DATE

EXPIRATION DATE

_____ is authorized to enter Norfolk Naval Shipyard even though he/she has travelled outside of their radius as required by Question 3 of the CUSFF/NAVNORTH COVID-19 SCREENING QUESTIONNAIRE (V2020.04.18). Entrance is based on maintaining proper Bubble to Bubble Protocol as discussed on the back of this form.

Employee Sign/Date

By signature below (electronic or hard copy), supervisor has verified travel protocol has been followed (see back for further details) and if an NNSY employee then travel was authorized by NAVSEA 04.

2nd Level Supervisor Sign/Date (or COR for Contractors)

I, _____ have travelled outside of my authorized local travel radius on the date of _____ for work related purposes. During my travel outside of my authorized local travel radius, I confirm that I followed the Bubble to Bubble Travel Protocol of the Supervisory Guide for COVID-19 as follows by checking all required boxes:

• Traveled from a location screening IAW CUSFF/NAVNORTH COVID-19 SCREENING QUESTIONNAIRE	
• Traveled via personal or rental POV:	
• DID NOT use commercial taxi or other public transportation	
• Avoided close contact with other individuals if picking up a rental vehicle	
• Washed hands or used hand sanitizer upon completion of transaction prior to entering vehicle if renting a vehicle	
• Wiped down the interior of the car	
• Minimized contact with others by stopping only when necessary. When making stops, ensured hygiene and sanitation measures are in effect, including - wiped down handles on gas pumps - washed hands or used hand sanitizer after stops prior to re-entering vehicle - utilized drive-thru restaurant services - when stopping at restrooms, selected bathrooms that are not high volume areas - avoided close contact with others	
• Avoided close contact with individuals when dropping off rental vehicle	
• Washed hands or used hand sanitizer upon completion of transaction prior to entering personal vehicle	
• Upon arriving at the final destination, followed CDC guidelines for sanitizing self and home/residence/hotel	
• Upon arriving at NNSY, I have spoken with my supervisor _____ who conducted a screening via phone, which included the details of stops and social distancing practices used during travel and has verified that I have maintained social distancing and hygiene practices during travel.	

NOTE: Employee will show BTB Travel Entry Authorization Form for remainder of 14 day period when accessing NNSY or an NNSY facility at Naval Station Norfolk.