

FOR OFFICIAL USE ONLY
Supervisory Guide for COVID-19
Supplement 7, Rev. E

BUBBLE TO BUBBLE TRAVEL ENTRY AUTHORIZATION FORM (official travel)

DATE

EXPIRATION DATE

_____ is authorized to enter Norfolk Naval Shipyard even though he/she has travelled outside of their geographical local radius as required by Question 5 of the **CUSFF/NAVNORTH COVID-19 SCREENING QUESTIONNAIRE** (Supplement 11) and Question 6 of the Daily employee Self-Screening (supplement 1). Entrance is based on an appropriate risk assessment of the origin and destination, and on maintaining proper Bubble to Bubble Protocol as discussed on page 2 of this form.

Prior to travel:

Supervisor and employee have discussed COVID-19 conditions and posture at the location to which they are travelling. Discussion shall include an assessment of COVID-19 conditions of the origin, destination and any planned stops in between as determined by the **My Navy Portal website** (<https://www.mnp.navy.mil/>), the **USFFC COVID-19 Travel Information** website (<https://covid-status.data.mil>) or through use of the **Travel ROM Evaluation Tool**.

The supervisor has briefed the employee on the Bubble to Bubble travel concept prior to them departing (see Supplement 14).

Employee Sign/Date

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

Notify CMT of employee name and date of return from travel via email at:
NNSY_COVID-19WarRoom@navy.mil and NNSY_CMT@navy.mil

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(CONT.)

I, _____ have travelled outside of my authorized local travel radius on the date of _____ on official travel. During my travel, 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 (Supplement 11)	<input type="checkbox"/>
• Avoided close contact with other individuals if picking up a rental vehicle	<input type="checkbox"/>
• Washed hands or used hand sanitizer upon completion of transaction prior to entering vehicle if renting a vehicle	<input type="checkbox"/>
• If traveling via commercial means, take appropriate action to wipe down or sanitize seats, tables, etc. as appropriate to maintain a personal bubble.	<input type="checkbox"/>
• Wiped down the interior of the car	<input type="checkbox"/>
• 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	<input type="checkbox"/>
• Avoided close contact with individuals when dropping off rental vehicle	<input type="checkbox"/>
• Washed hands or used hand sanitizer upon completion of transaction prior to entering personal vehicle	<input type="checkbox"/>
• Upon arriving at the final destination, followed CDC guidelines for sanitizing self and home/residence/hotel	<input type="checkbox"/>
• 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.	<input type="checkbox"/>

NOTE: Employee will show B2B Travel Entry Authorization Form for remainder of 14-day period when accessing NNSY or an NNSY facility at Naval Station Norfolk when challenged.