

# **NORFOLK NAVAL SHIPYARD**

## **DELIVERY SHIPMENT/RECEIVING ENTRY AUTHORIZATION FORM**

### **Guidelines For Delivery/Ship Out Of Items Using Contracted Transportation**

The following is a guide to help execute a delivery or ship out of materials that will require the use of a contracted shipping company. This guide is designed to address precautions for personnel safety in regards to COVID-19, when a driver(s) have travelled outside of the local area. Use of this process will ensure there is no close contact with the driver and spread of COVID-19 is unlikely. Ensure all other safety precautions are taken as needed for the materials that you are having transported.

#### **1. Preparations-**

- a. If at all possible, arrange for the shipping company/ driver to have current versions of the "CUSFF/NAVNORTH COVID-19 Screening Questionnaire" and "Norfolk Naval Shipyard Delivery Shipment/Receiving Entry Authorization Form" (if driver(s) has traveled domestically outside local travel radius).
- b. Ensure the driver(s) has not traveled internationally in the last 14 days.
- c. Ensure that required PPE/sanitization materials (e.g. face masks, hand sanitizer, washing station) are available as needed at delivery/ship out location for driver(s) and NNSY personnel.

#### **2. Delivery/Ship Out-**

- a. Ensure the driver has a readily available NNSY POC on day of delivery/ship out
- b. Driver(s) will only exit the vehicle as absolutely necessary to load/unload equipment and material
- c. If driver is required to leave the vehicle:
  - i. Driver(s) shall maintain a minimum of 6 feet distance between themselves and others (Social distancing)
  - ii. Driver(s) shall wear a mask at all times when outside truck (available at delivery /shipment site)
  - iii. Driver(s) shall wash hands or use hand sanitizer prior to or immediately after leaving the vehicle (available at delivery/shipment site)
  - iv. Driver(s) shall wash hands or use hand sanitizer prior to and after handling equipment, materials, or paperwork handled by others.
  - v. Other personnel supporting the delivery/shipment shall wear masks.
  - vi. Other personnel supporting the delivery/shipment shall wash hands or use hand sanitizer prior to and after handling equipment, materials, or paperwork handled by the driver(s).

#### **3. Post Delivery/Ship Out-**

- a. Driver(s) shall immediately depart installation after picking up/dropping off shipment
- b. Sanitize any effected area as needed

as of May 5, 2020

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**DELIVERY SHIPMENT/RECEIVING ENTRY AUTHORIZATION FORM**  
**(Driver who have traveled domestically outside local travel radius)**

\_\_\_\_\_  
Date of Entry

\_\_\_\_\_  
Company

\_\_\_\_\_  
Driver's Name

is authorized to enter Norfolk Naval Shipyard for the purpose of picking up or dropping off a load/shipment aboard NNSY. This delivery shipment/receipt is being made by an individual that has traveled outside the Tidewater area as answered in Question 3 of the CUSFF/NAVNORTH COVID-19 SCREENING QUESTIONNAIRE (V2020.04.18).

Truck driver's entrance is contingent upon and in concurrence with the driver's agreement to follow the rules and guidance as outlined below for access to the installation.

By signing this form, I attest that I will strictly comply with COVID-19 safety protocols as outlined below:

- I have contacted the delivery or shipment POC and validated they are ready for my arrival.
- Driver will ONLY exit the vehicle as absolutely necessary to load/unload equipment and material
- If driver is required to leave the vehicle:
  - Driver shall maintain a minimum of 6 feet distance between themselves and others  
(Social distancing)
  - Driver shall wear a mask at all times when outside truck (provided at delivery dock if necessary)
  - Driver shall wash hands or use hand sanitizer prior to or immediately after leaving the vehicle (provided at delivery dock if necessary)
  - Driver shall immediately depart installation after picking up/dropping off shipment

\_\_\_\_\_  
Contractor Driver Signature