

Supplement 7

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**. Entrance is based on an appropriate risk assessment of the origin and destination, and on maintaining proper Bubble to Bubble Protocol as discussed on the back of this form.

Employee Sign/Date

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

**BUBBLE TO BUBBLE TRAVEL ENTRY AUTHORIZATION FORM (official travel)
(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	<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.