



DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD
AND INTERMEDIATE MAINTENANCE FACILITY
1400 FARRAGUT AVENUE STOP 2090
BREMERTON WASHINGTON 98314-2090

IN REPLY REFER TO:

4200

Ser 440/358

April 30 2020

Dear Sir or Madam

SUBJECT: CORONAVIRUS DISEASE 2019 – RESTRICTION OF MOVEMENT

Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) is implementing restriction of movement for contractors traveling to support operational ship or ship with near term deployment. PSNS & IMF is invoking the bubble to bubble process in enclosure (1). For ship's undergoing a maintenance period PSNS & IMF will implement "clean" processes and procedures for commercial air travel, with the following additional steps. Enclosure (1) is guidance for contractors working on military property to implement which includes a 14-day quarantine period for out of area travel. The purpose of this guidance is to protect personnel by mitigating the risk of contracting and spreading coronavirus disease 2019 (COVID-19).

Enclosure (2), travel checklist, needs to be filled out for each employee and submitted to the contracting officer representative (COR) prior to accessing the government facility. All travelers will adhere to the traveler checklist to minimize the spread or contraction of COVID 19. Enclosure (3), daily screening questions, are required to be answered daily by your employees in order to access a bubble. Enclosure (3) will be maintained by your firm but the government reserves the right to inspect them for compliance with this direction. Medical screening and other controls by ship's force will be in effect, further reducing risk.

If you have additional questions or concerns, please work with your contracting officer or contracting officer representative.

Sincerely,

D. C. CROW
Chief of the Contracting Office

Enclosures: 1. Guidance for Contractors
2. Travel Checklist
3. Daily Screening Questions

Copy to: Contracting Distro

BUBBLE TO BUBBLE TRAVEL GUIDANCE

1. This guidance is to assist contractors to comply with the U.S. Navy's bubble-to-bubble (B2B) travel to support maintenance work, fleet technical assistance, Installation teams, and testing activities to protect personnel and ensure continued mission readiness for national security. This applies to travel inside and outside the United States. It provides definitions the contractor should be familiar with to ensure compliance with B2B travel.

2. Definitions:

2.a. Bubble: a location in which risk of contracting covid-19 is mitigated to The lowest practicable level.

2.b. B2b travel: moving cleared personnel from one bubble to another via clean vehicles that minimize risk of exposure to covid-19 en route. The goal of b2b travel is to minimize exposure to coronavirus as well as minimizing the need for restriction of movement (ROM) periods as much as possible to mitigate the risk of coronavirus infection and to provide prompt onboard technical assistance (OBTA) to the Fleet.

2.c. Cleared personnel: personnel for whom covid-19 infection is considered unlikely based on executing a ROM as described in paragraph 2.f.

2.d. Clean vehicle: a vehicle that has not transported passengers who may have been coronavirus carriers in the past 7 days, has been disinfected immediately prior to use, and is driven by cleared personnel.

2.e. Clean berthing: berthing that has not been used by personnel suspected of carrying the coronavirus in the past 7 days or and has been disinfected immediately prior to use.

2.f. ROM: as applicable to the b2b process, a ROM, is typically a 14-day period in clean berthing, followed by a covid-19 screening (approved questions and temperature measurement). Once a ROM is executed, the traveler is considered to be cleared personnel and may enter a bubble. Note: ROMs may vary depending on requirements at various locations, but the baseline ROM for entering the bubble is per this paragraph.

2.g. Micro-bubble: these are segregated areas such as watchfloors, command spaces, or individual work areas which restrict access within a bubble to only those members who require access for mission-critical functions. This is similar to the need-to-know policy for security compartments. Intent is to minimize impact should a covid positive individual penetrate the bubble. This will also aid in contact tracing.

3. The b2b process shall be as follows:

3.a. If travel is determined to be essential, the traveler will be placed into ROM per paragraph 2f at a location that is most appropriate for the location the individual is traveling to.

3.b. Once cleared to enter a bubble, travelers will be segregated to the maximum extent possible, utilizing dispersion/segregation in work and berthing locations, increased sanitary measures, dispersed galley service, social distancing, and use of PPE when appropriate. Travelers may also self-quarantine at home being mindful of all CDC recommended preventive practices related to interaction with family and their community. Travelers who are in the bubble at home will complete the approved questionnaire and temperature checks each day and report the results to their immediate supervisor in order to validate their continued cleared personnel certification.

3.c. Once in the bubble and any ROM has been completed, and final travel to the Supported unit has commenced, ground travel will only occur via a clean vehicle per paragraph 2d.

3.c.1. If air travel is required, military air is considered acceptable for b2b travel and shall be used whenever possible, provided military air crews meet cleared personnel requirements to enter the bubble. Clean vehicles will be used to transport the traveler to and from the terminal. These vehicles will be arranged by area commanders and coordinated by the unit requesting assistance. Flying via commercial air is considered leaving the bubble and would incur screening per paragraphs 3a and 3b to clear travelers for re-entry into a bubble.

3.c.2. If immediate travel to the ship is not possible in oconus/conus locations, the ship and area commanders will ensure the coordination of clean berthing for travelers, as well as a method of food delivery to maintain cleared personnel status. Precautions as described in paragraph 3b shall be followed by the traveler while housed in this location.

3.c.3. Travelers moving to oconus locations or those returning from oconus locations may be directed into ROM upon arrival, per guidance for that locality. Once complete with the designated ROM, methods as described in paragraphs 3a and 3b will be used to clear the traveler for re-entry into a bubble.

3.c.4. There may be instances where a repair is urgent enough to bring a Traveler onto a ship before a full 14-day ROM is completed. Authority for Approving urgent repairs is coordinated through the Contracting Officer Representative. In cases where the authority to exempt or shorten a ROM exists, extra precautions may be taken to rapidly bring that individual to the work site. This may include shortened ROM period followed by a covid-19 test. This would require extensive coordination prior to arrival, maximal social distancing such as clearing paths aboard the ship, extra CDC approved protection worn by shipboard personnel, extra cleaning after work is completed, and additional screening points.

3.d. Upon arrival at the unit requiring assistance, travelers will be screened at the brow to maintain the bubble.

3.e. To ensure technicians can effectively operate and transfer tooling/parts onboard a unit, Naval Sea System Command (NAVSEA) has established a naval covid-19 rapid response team (NCRT) to develop processes and procedures to minimize risk of transferring the virus on tooling and parts using decontamination processes and protective wrapping. The procedures will be promulgated separate correspondence. As long as luggage, tooling and parts are disinfected prior to b2b travel or have not been handled by personnel who may have been covid-19 carriers in the past 7 days, and the tooling, parts and luggage travel with the personnel in the bubble, contamination should not be a concern.

4. It is not possible for one document to address all possible scenarios. While the goal is to provide timely technical assistance, the safety of our personnel must be our first priority.

Traveler Checklist

Address the following for each person and submit it to the Contracting Officer Representative (COR) upon arrival to your destination. If a COR is not assigned, submit it to the Contracting Officer. When practicable, take photos of your surroundings during each phase of travel, to show the COR the travel conditions during your commute.

Date: _____ Name: _____

Contractor's Name: _____

1. Prior to Travel

a. Did you travel out of your local area (e.g., Washington State or the greater Portland OR area) within the past 14 days? If so, where did you travel and did you self-assess and quarantine per CDC guidance?

b. Have you answered yes to any of the questions in enclosure (3), which relate to your encounter with COVID-19?

c. In the past 14 days, have you sustained social distancing per CDC guidance (i.e., ≥ 6 feet for >10 minutes)?

d. In the past 14 days, have you worn a face covering per CDC guidance, including anytime you were unable to sustain ≥ 6 feet distance from personnel outside your home?

e. Obtain COVID-19 controls implemented at your travel destination (e.g., state, national, and military command guidance as applicable)

f. See travel attributes below.

2. Travel

a. The following mission essential travel documents are on hand during travel as applicable:

(1) Restriction of Movement (ROM) Waiver approval, which may be a letter from the fleet commander.

(2) This Traveler Checklist along with company's permission memorandum under the contract. The memorandum shall include flight, ground transportation, lodging, and other required details for travel in the COVID-19 environment.

(3) Passport (if applicable).

(4) Completed daily medical screening questionnaire in enclosure (3).

- b. Wear a face covering (i.e., mask) for the duration of travel.
- c. Practice good hygiene per CDC guidance, including frequently washing hands and cleaning/disinfecting equipment and areas you contact.
- d. Did you travel to and from the airport with public transportation (e.g., taxi, bus, shuttle, ferry, etc.)? If so, were you able to maintain social distancing per CDC guidance? Did you wear a face covering?
- e. Did you travel to and from the airport in a vehicle that has not transported passengers who may have been coronavirus carriers in the past seven (7) days, has been disinfected immediately prior to use, and is driven by cleared personnel? If so, were you able to maintain social distancing per CDC guidance? Did you wear a face covering? Were other passengers in the vehicle implementing the attributes of this checklist?
- f. Did you travel with a military or commercial flight?
 - (1) Were you able to sustain social distancing on the flight, with the understanding personnel transiting through aisles in short duration is acceptable as long as you wore your face covering? (photos if practicable)
 - (2) Did the flight crew utilize CDC or OSHA best practices, including social distancing, PPE (i.e., face covering and gloves), frequent cleaning/disinfection, etc.?
- g. Did you use a military or commercial airport?
 - (1) Were you able to sustain social distancing when transiting through the following (photos if practicable):
 - (a) Personnel and luggage check-in
 - (b) Security
 - (c) Terminal
 - (d) Transit shuttle
 - (e) Gate and boarding area
 - (f) Baggage Claim
 - (g) Ground transportation hub

(2) Did the airport facility utilize CDC or OSHA best practices, including social distancing, PPE (i.e., facemask and gloves), frequent cleaning/disinfection, etc.?

- h. Do not eat in close proximity to other personnel while transiting in public.
- i. Do not eat food that is not safely handled, stored, or packaged as much as possible.
- j. Clean and disinfect luggage and other material transiting with traveler per CDC cleaning and disinfection guidance.
- k. Are you staying in military or commercial lodging? Where?
- l. Is the lodging clean, i.e., that has not been used by personnel suspected of carrying the coronavirus in the past 7 days or and has been disinfected immediately prior?
- m. Will your lodging facility support a ROM? A ROM, is typically a 14-day period in clean living space, followed by a covid-19 screening (approved questions and temperature measurement). Once a ROM is executed, the traveler is considered to be cleared personnel and may enter a bubble.
- n. Utilize a clean vehicle that has not transported passengers who may have been coronavirus carriers in the past 7 days, has been disinfected immediately prior to use, and is driven by cleared personnel that is free of COVID-19, while commuting to and from your temporary duty station.
- o. Do you understand the COVID-19 protective measures required to work shipboard? Protective measures will include actions like daily self-assessment per enclosure (2), social distancing, additional PPE, use of barriers, work on different shifts, remote tooling and monitoring.

EMPLOYEE SIGNATURE

Date

DAILY SCREENING QUESTIONS

Please have your employees perform daily screening questions. The Government reserves the right to review your documents to ensure compliance with COVID-19 restrictions.

Date: _____ Name: _____

1. Do you have any of the following symptoms?

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ Loss of taste or smell

2. Have you traveled outside the country (including Canada) in the last 14 days?

3. Have you had close personal contact with anyone who has been diagnosed with COVID-19?

If YES to any of the above, ACCESS WILL BE DENIED and the individual will be asked to contact their health care provider.

Additionally,

4. Have you traveled domestically (U.S.) in the last 14 days? **SELF-MONITOR**

If your employee develops symptoms, please have them STAY HOME and contact their health care provider.

REPORT THE POTENTIAL COVID-19 TO THE CONTRACTING OFFICER AND PROVIDE CONFIRMATION. PERSONNEL NAMES NEED NOT BE PROVIDED TO PROTECT PRIVACY.