



30 March 2020

NAVAIR Headquarters and Supporting Commands COVID-19 PRE-TRAVEL FORM

The safety of our employees, both Government and Contractor, remain our utmost priority. As the COVID-19 outbreak continues to evolve, we continue to monitor the situation and adjust procedures accordingly. The below questionnaire is required prior to entry onto the installation.

We have implemented this screening process in order to prevent the possible spread of COVID-19 and reduce potential risk of exposure. Please provide the visitor's departure location (city/county/state) and where the visitor has traveled (city/county/state) in the prior 14 days. If there is a change in the visitor's condition from the time the form is submitted in 7 days in advance, this must be noticed to the Government Sponsor. The sponsor's chain of command up to the Department Director level must approve the visit, which is then provided to the RMC who will provide it to the Security Division.

Please check either "yes" or "no" to the following six questions.

		Yes	No
1	Are you currently experiencing any of the following symptoms? (fever, cough, sore throat and / or shortness of breath)		
2	Have you experienced any of the above symptoms in the last 14 days?		
3	In the past 14 days, have you had close contact (within 6 feet, in a confined space, or direct contact with secretions) with anyone known to be infected with COVID-19?		
4	Have you traveled OCONUS in the last 14 days?		
5	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
6	Have you been to any location where local authority has ordered a 'shelter in place'?		

If you answered "yes" to ANY of the questions numbered 1 through 5, please do not travel. If you answered "yes" to only question number 6, and you are a Contractor employee, the Government Sponsor* will notify you of whether travel is allowable. If you are a Government employee, please notify your supervisor.

If you answered "no" to ALL of these questions prior to travel and upon arriving on base, you will be granted access. Please note, travelers may encounter additional on-site, self-isolate restrictions upon arrival based on changing conditions. Please contact your Government Sponsor for the latest information.

If you are a contractor employee, please provide your completed questionnaire to your Government Sponsor at least 24 hours in advance of travel. Please also bring a copy of this questionnaire as it may be requested upon arrival. If you are a government employee, please provide this completed questionnaire to your supervisor prior to travel.

** A Government Sponsor is the requiring activity employee (COR, TPOC, IPT lead or any other PMA/Command representative) who is directly responsible for the travel event/contract travel requirement.*