



3. Populate the COVID Travel Risk Assessment Management Worksheet and provide to Supervisor
  - a. Use this worksheet when taking travel OR when having travelers visit you
    - i. Both scenarios will be referred to henceforth as “Traveler”
    - b. “Traveler” will populate all blocks except ROM, Signature, and Approved/Denied blocks

**COVID Travel Risk Assessment Management Worksheet (Rev 300CT)**

**Personal Information:**  
 Name: John Smith  
 Rate/Rank: LT  
 Command: COMNAVREG NW  
 Dept / Div: N37  
 Destination: Orange County, Florida  
 Stops during travel: Sevier County, Tennessee  
 Dates of Travel: 10/30/2020 - 11/15/2020  
 Mode of Travel: Flight and POV  
 Activities Planned: Amusement Park (Large Public Gathering), Hotel Stay, Golf

**Risk Assessment Summary:**  
 Health: 5 (Red)  
 Activity: 5 (Red)  
 Travel: 4 (Yellow)  
 Total Risk Score: 14 (High)

**Local Health Assessment:**  
 Starting County: Kitsap, WA  
 Destination County: Orange, FL  
 Distance to Leave Location (mi): 3140.5

**Activity & Expected Personal Responsibility Risk Assessment:**  
 1: Low (Golf)  
 2: Low (Hotel Stay)  
 3: High (Amusement Park)  
 4: High (Flight)  
 5: High (Large Public Gathering)

**Mode of Travel:**  
 1: POV  
 2: Multi-Mode  
 3: Flight  
 4: Stop  
 5: High (Transportation, Cruise Ship)

**Risk Legend:**  
 13: High (Risk elevated, Consult medical and consider 14-day post-travel ROM)  
 7-12: MOD  
 4-6: LOW (Contingent upon discussion with supervisor)  
 2-3: LOW

**Final Status:** ROM (Y / N) [Y] Approved / Disapproved [ ]

**Disclaimer:** \*\*\*Before returning to work/duty, contact your supervisor to communicate any unplanned deviations from the above risk assessment and to gain situational awareness of potential changes in COVID readiness such as changes in HPCON\*\*\*  
 The Above Risk Assessment Assumes Strict Compliance to Health Protection Measures, Non-Compliance Increases Risk Factors!

- c. To generate Risk Scores:
  - i. Health: Use the Map for WA state travel and the Report Tool for out of state travel to determine the highest risk category of all stops and destinations
    1. The highest risk locations for the destination and stops in this example had a Red status which is a score of **5**
  - ii. Activity: Use the example Activities listed to determine the highest risk category of the activities you will engage in
    1. The highest risk activity in this example was a large public gathering which is a score of **5**
  - iii. Travel: Use the example Modes of Travel to determine the highest risk category travel method used
    1. The highest risk mode of travel in this example was flight which is a score of **4**
4. Supervisor will review the worksheet and predetermine if a ROM is recommended based on risk of exposure identified in travel plans. (Telework can be utilized during ROM where appropriate)
  - a. If the “Traveler” is military, supervisor can mark if the travel plans are approved or disapproved then sign to certify the approval/disapproval process
  - b. If the “Traveler” is civilian/contractor, supervisor can NOT disapprove a travel request. The signature is only acknowledgement of assessing the risk of the identified travel plans and certifying the supervisor’s ROM recommendation
5. **Before returning to work/duty**, contact your supervisor to communicate any unplanned deviations from the above risk assessment and to gain situational awareness of potential changes in COVID readiness such as changes in HPCON