


REQUEST FOR TRAVEL EXCEPTION FORM – COVID-19

Submission Date:		NASA Traveler Information	
		Traveler Name:	
Center:		TDY Location:	
Program/Office:		Trip Dates:	
Activity			
Travel/ Conference Name:			
Project/Activity Background Description:			
Project/ Activity Funding Source(s): <small>(e.g., mission directorate(s), reimbursable, other)</small>		Resources Required to Continue During Travel:	FTE Access to Center (generally) Access to NASA Facility: Other:
Center Director (OIC)			
<p>Exceptions may be granted for travel that falls into one of two categories:</p> <p>1. Mission Critical Work</p> <ul style="list-style-type: none"> The travel must be necessary to continue mission/project critical work that cannot be performed remotely/virtually. The work must be performed to maintain mission/project critical operations or schedules. <p>-or -</p> <p>2. Protection of Life or Property</p> <ul style="list-style-type: none"> There must be a reasonable and articulable connection between the function to be performed, physically onsite, and the safety of human life or the protection of property, and There must be a reasonable likelihood that the safety of human life or the protection of property would be compromised, in some significant degree, by delay in the performance of the function in question. 			

03/26/20 Version

After review and concurrence from Center Director/OIC, please submit to: nestor.a.tezna@nasa.gov



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Please identify and describe the human life, property, or mission impact that would be threatened were the travel to be halted:

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Please identify the function that requires the person(s) to travel:

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Is there any other information you think relevant to this request?

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EXECUTIVE COMMITTEE DETERMINATION

Determination by NASA EXECUTIVE COMMITTEE
Decision:

Date:	Request No:
Name:	Signature:

As Administrator Jim Bridenstine said in his statement yesterday, our people are our greatest asset. As such, we are reminding you of the potential risks with travel during this current public health emergency.

The Centers for Disease Control and Prevention has determined that some people are at higher risk of getting very ill from the COVID-19 virus, especially while traveling. This includes:

- Older adults (aged 65 and over)
- People who have serious underlying health conditions
 - Heart Disease
 - Diabetes
 - Lung Disease (Asthma, emphysema)
 - Chronic disease (HIV, Hepatitis C, Multiple Sclerosis, etc.)
 - Those on immune lowering medications for chronic disease (rheumatoid arthritis, Multiple Sclerosis, Scleroderma, etc)

In addition, much is unknown regarding the risk of this virus in pregnancy or those currently breast-feeding.

If you or your primary care physician believe your personal health risk may fit into one of the above categories, or that you have additional risk factors not mentioned here, please advise your supervisor that you believe you are in a higher risk category and do not wish to travel.

In addition, guidance on official travel and travel risk from the White House is listed at the link below.

<https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-14-travel-guidance-OMB-1.pdf>

For those who are currently on travel and are having COVID-19 symptoms: Follow the CDC Guidance and Do Not Travel. Shelter in place and self-quarantine where you are. Please contact your personal medical provider for guidance. You may also want to reach out to local medical authorities or the U.S. Embassy if overseas and you believe you need medical attention. The NASA contracted medevac providers can also direct you to the closest most appropriate medical facilities nearest you, should you require assistance.