

// Northwest Navy All Hands Message

Coronavirus (COVID-19)

Update 31: September 18, 2020

STATUS UPDATE

Data trends in the greater Pacific Northwest and nationally show varying rates of COVID-19 infections. Western Washington and counties with NRNW installations show stable or slightly declining trends, but new people continue to test positive for COVID-19 each day in most places. Northwest Navy installations remain stable at the current Health Protection Condition Bravo (B), but if the rate of new cases increases again, stricter protective measures may be implemented.

Washington (WA) Dept. of Health, as of September 16, reported 81,198 cases and 2,031 deaths. Visit www.doh.wa.gov/emergencies/coronavirus for the latest WA data.

Dept. of the Navy, as of September 9, reported 1,762 confirmed active cases among military, civilians, family members and contractors. Visit <https://navylive.dodlive.mil/2020/03/15/u-s-navy-covid-19-updates/> for the Navy's latest report.

Northwest Navy Installation Commanding Officers (COs) continue assessing their local operating environment and make decisions to mitigate risk to the health and safety of Navy personnel and to the Navy's ability to continue performing mission essential operations. While installation COs have opened some services and facilities as conditions allowed, they are also prepared to increase health protection measures again should the conditions require such actions. Northwest Navy Family members should monitor installation websites and social media pages for the latest base-specific updates on services and activities.

Some of the Navy's measures may be different than those in neighboring communities. It is essential that all personnel take personal responsibility to continue limiting the spread of the disease. Everyone must maintain vigilance in their individual protective behaviors both on and off base, including maintaining physical distancing, using face coverings, maintaining good hygiene, conducting medical screening and regular cleaning and disinfecting of frequently-touched surfaces.

Update #31 includes the following:

1. COVID-19 related CAC expiration extension policies will end September 30
2. 2020 Temporary Deferral of Social Security (OASDI) Taxes
3. Navy Installations continue assessing conditions
4. Health protection measures and behaviors remaining in place
5. CDC practical tips and web links to reference sites

1. Military and civilian personnel using Common Access Cards (CAC) that have or will expire prior to Sept. 30 need to make an appointment to replace it immediately per guidance in NAVADMIN 253/20 released Sept. 11.

Personnel will no longer be able to use expired CACs for physical access to military installations and expired CAC-ID certificates will not be updated on Sept. 30, which will impact access to CAC-enabled sites and systems.

The NAVADMIN guidance directs ID card facilities to prioritize individuals with expired or expiring CACs to ensure timely and efficient processing of CAC renewals.

Expired CAC holders need to contact the nearest Identification Card Issuing Facility as soon as possible to schedule an available time for CAC reissue. Personnel can find the location and contact information for the nearest facility at <https://idco.dmdc.osd.mil/idco/>.

While expired CAC holders need to update their cards promptly, Uniformed Service Identification (USID) card holders (retirees and family members) will still be able to use expired cards for access to Dept. of Defense (DoD) installations until March 30, 2021. Additionally, USID card holders can use expired cards for benefits such as the commissary and exchange services through June 30, 2021.

ID card facility personnel will contact all those who have appointments for the month of September to verify the appointment is for CAC issuance. If the appointment is for a USID card used by retirees and dependents, the appointment will be rescheduled for after Oct. 1.

On Sept. 14, Navy ID card facilities began offering extended hours of operation and additional walk-in time availability. The following ID card sites will also be open for Saturday appointments: Naval Base San Diego, California; Naval Station Mayport, Florida; Naval Air Station Jacksonville, Florida; Naval Training Center Great Lakes, Illinois; Naval Exchange, Norfolk, Virginia; and Naval Air Station Whidbey Island Sea Plane Base, Washington.

Walk-ins are an option but Navy Personnel Command highly encourages everyone to make an appointment.

If you have any questions, contact MyNavy Career Center (MNCC) at 1-833-330-6622 or via email at askmncc@navy.mil.

Additional CAC related information is located at the following sites:

Fact Sheet: https://www.public.navy.mil/bupers-npc/support/paypers/ID_Cards/Documents/ID%20CARD%20FACT%20SHEET%20.pdf

ID Card flow chart:

<https://www.facebook.com/MyNAVYHR/photos/a.158040367905322/1193351461040869/>

NAVADMIN 253/20 - POLICY GUIDANCE UPDATE FOR COMMON ACCESS CARDS AND USID IDENTIFICATION CARD ISSUANCE <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2020/NAV20253.txt>

2. In order to provide relief during the COVID-19 pandemic, a Presidential Memorandum was issued on August 8, 2020, to temporarily defer Social Security (Old Age, Survivors, and Disability Insurance) or "OASDI" tax withholdings. Guidance from Internal Revenue Service followed on August 28, 2020. This affects both military and civilian personnel.

According to Defense Finance and Accounting Service (DFAS), the adjustment is effective the pay period ending September 12, 2020, for civilians. DFAS will temporarily defer the 6.2% OASDI tax withholding if an employees' wages, subject to OASDI, are less than \$4,000 in any given pay period. Wages subject to OASDI include gross wages less Federal Employees Health Benefits (FEHB), Dental, Vision, and Health/Flexible Spending Accounts (HSA/FSA).

For military, it will be effective for September's mid-month pay. DFAS will temporarily defer the withholding of the 6.2% Social Security tax if the service member's monthly rate of basic pay is less than \$8,666.66.

Key Facts from DFAS:

- This change is effective through the end of the 2020 calendar year and only applies to OASDI tax withholding.
- DoD personnel are not eligible to opt-out of the deferral if your OASDI wages fall within the stated limits. The deferral will happen automatically.
- In accordance with current IRS guidance, collection of the deferred taxes will be taken from wages between January 1 and April 30, 2021. At that time, OASDI withholding will resume at a rate of 6.2%, and deferred taxes from 2020 will be collected. Additional information on the collection process will be provided in the future.
- Personnel who plan to separate, retire or transfer in 2020 before the OASDI tax can be collected in 2021 are still responsible for the OASDI tax repayment.
- The deferral will not impact those employees in retirement plans not subject to Social Security withholding (i.e. CSRS).

As more information becomes available, it will be posted on DFAS's website at:

<https://www.dfas.mil/taxes/Social-Security-Deferral/>

Personnel who have questions on the temporary deferral of the 6.2% OASDI withholding:

- Visit the IRS page: <https://www.irs.gov/newsroom/guidance-issued-to-implement-presidential-memorandum-deferring-certain-employee-social-security-tax-withholding>.

For more information on financial readiness:

- Consult with an Employee Assistance Program financial counselor or seek assistance from a private financial advisor.

3. Northwest Navy installations continue to monitor and assess the situation, and reconstitute certain services and reopen facilities in phases as conditions allow. Installations are restoring services when able to ensure appropriate mitigations can be maintained. Adjustments will be done at each Installation Commanding Officer's discretion so each installation can reconstitute certain services while ensuring the safety and health of personnel. Adjustments made to health protection condition levels are conditions-based and not time-based, so each installation may adjust their measures slightly differently depending on their unique situation.

As of mid-June, adjustments have included:

- Morale, Welfare and Recreation Programs, Food Services, Navy Getaway Lodging, Navy Gateway Inns and Suites, and Fleet and Family Service Centers began providing limited services.
- Religious programs and chapels may begin offering limited services. Regular and crisis counseling remain available through virtual means and one-on-one crisis counseling available as necessary.
- Barber shops and hair salons are authorized to open with mitigations. Patrons are strongly encouraged to contact the barber shop or salon regarding service hours and mitigations.
- Navy personnel – military and civilian – are authorized to utilize off-installation fitness centers, restaurants, barber shops and salons, personal and professional services, and places of worship as long as they follow the recommended public health and safety measures we have been practicing such as

maintaining physical distancing and wearing face coverings. Personnel should exercise caution to minimize risk to themselves and the greater Navy Family.

Installations will announce specific reconstitution actions and changes as they manage certain facilities and certain non-mission critical services. Personnel should continue to monitor Northwest Navy installations' social media pages and/or websites to learn the most up-to-date base-specific changes, as follows:

Naval Air Station Whidbey Island:

Facebook page: <https://www.facebook.com/NASWhidbeyIsland/>

Website: https://www.cnrc.navy.mil/regions/cnrnw/installations/nas_whidbey_island/about/faqs.html

NavyLife NAS Whidbey Island Facebook page: <https://www.facebook.com/WhidbeyFFR/>

Naval Base Kitsap:

Facebook page: <https://www.facebook.com/kitsapnavy/>

NavyLife Naval Base Kitsap Facebook page: <https://www.facebook.com/KitsapFFR/>

Naval Station Everett:

Facebook page: <https://www.facebook.com/NavalStationEverett/>

NavyLife Naval Station Everett Facebook page: <https://www.facebook.com/EverettFFR/>

Navy Region Northwest Fleet and Family Readiness Program:

Website: <https://www.navylifepnw.com/>

Personnel unsure of how these changes will affect their work schedule or duty location and procedures should contact their supervisor and work through their chain of command for clarification.

4. The region and nation remain in a COVID-19 operating environment even though installations have reopened certain facilities and services in alignment with Dept. of Defense and Dept. of Navy guidance, and communities have reopened certain businesses off base. Because the risk of the virus spreading remains present, Northwest Navy commands and personnel must continue to practice the following health protection measures:

- Personnel must maintain physical distancing of at least six feet and gatherings will be limited to no more than five people. Commands are encouraged to continue using virtual meeting options instead of in-person meetings when possible.
- Personnel must wear cloth face coverings on Navy property when physical distancing of at least six feet is not possible. Cloth face coverings should be in alignment with NAVADMINs 100/20 and 194/20 and CDC guidelines, and face coverings should:
 - ✓ Fit snugly, but comfortably, against the side of the face.
 - ✓ Be from nose to chin. Full-face coverings (like ski masks) are not authorized.
 - ✓ Be secured with ties or ear loops.
 - ✓ Include multiple layers of fabric if material is cloth.
 - ✓ Allow for breathing without restriction.
 - ✓ If reusable, be able to be laundered and machine dried without damage or change to its shape.
 - ✓ Not interfere with wearing eyeglasses or cause them to fog.
 - ✓ When in uniform, only plain neutral colors – black, brown, tan, white, grey, green or blue – can be worn. No words, logos, symbols, prints or patterns are authorized. The only exception is a camouflage pattern that matches the Navy's existing camouflage pattern uniforms.

- Information on how to produce face coverings at home can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Personnel and commands must maintain strict good hygiene measures such as refraining from handshaking, regularly and thoroughly washing hands, and regular cleaning and disinfecting of frequently touched surfaces.
- Personnel should continue minimizing non-essential travel.
- Commands should continue conducting enhanced medical screening for all operational units and headquarters buildings.
- Commands should continue coordinating with contractors, vendors and delivery services to ensure their personnel are properly screened and do not perform services while sick or symptomatic.
- Personnel should continue to stay home if they are feeling ill, self-isolate as best possible and notify their supervisor. Personnel requiring medical attention should call their medical care provider. Commands should ensure personnel exposed to or diagnosed with COVID-19 are isolated or quarantined in accordance with CDC and Dept. of Defense guidance.
- Commands should continue maximizing telework options where practicable.
- Installations continue to use no-touch ID scanning at all entry control points. Personnel are required to present both sides of their ID/credential for screening by a guard.
- Installation visitor control centers (VCC) continue screening all personnel seeking installation access using the most current COVID-19 health questionnaire, which can be found at the bottom of this update. VCCs continue the use of electronic means to the maximum extent possible to grant installation access and discontinued waiting room use when physical distancing cannot be maintained.
- Navy Exchanges and Commissaries will continue to implement procedures to promote physical distancing within stores and require face coverings for employees and patrons.
- Navy personnel – military and civilian – are authorized to utilize off-installation fitness centers, restaurants, barber shops and salons, personal and professional services, and places of worship as long as they follow the recommended public health and safety measures we have been practicing such as maintaining physical distancing and wearing face coverings. Personnel should exercise caution to minimize risk to themselves and the greater Navy Family.

PRACTICAL TIPS

There are simple things the CDC recommends people continue to do to reduce risk of infection and prevent the spread of COVID-19. These include:

- Wash your hands often with soap and water for 20 seconds; use sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with sick people; maintain physical distance of at least six feet outside of your home.
- Do not gather in groups and do not go out in public if you are sick, unless seeking medical attention.
- Cover coughs and sneezes, and discard used tissues in the trash and wash your hands immediately after.
- Cover your mouth and nose with a cloth face covering when around others.
- Clean and disinfect frequently touched surfaces at least daily.

INFORMATION RESOURCES

- CDC COVID-19 situational information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC How to Wear and Make Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- CDC tips for work and home: <https://www.cdc.gov/nonpharmaceutical-interventions>
- CDC cleaning & disinfecting recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- Military Health System: <http://health.mil>
- Tricare Nurse Advice Line: 1-800-TRICARE (874-2273) or www.mhsnurseadvice.com
- Tricare Coronavirus FAQs: www.tricare.mil/HealthWellness/HealthyLiving/Coronavirus/Coronavirus-FAQs
- Washington State Dept. of Health COVID-19 site: <https://www.doh.wa.gov/Emergencies/Coronavirus>
- Washington State Department of Health novel coronavirus call center: 1-800-525-0127 and press #
- Naval Air Station Whidbey Island Facebook page and website:
<https://www.facebook.com/NASWhidbeyIsland/>
https://www.cnic.navy.mil/regions/cnrnw/installations/nas_whidbey_island/about/faqs.html
NavyLife NAS Whidbey Island Facebook page: <https://www.facebook.com/WhidbeyFFR/>
- Naval Base Kitsap Facebook page: <https://www.facebook.com/kitsapnavy/>
NavyLife Naval Base Kitsap Facebook page: <https://www.facebook.com/KitsapFFR/>
- Naval Station Everett Facebook page: <https://www.facebook.com/NavalStationEverett/>
NavyLife Naval Station Everett Facebook page: <https://www.facebook.com/EverettFFR/>
- Navy Region Northwest Fleet and Family Readiness Program: <https://www.navylifepnw.com/>
- US Navy COVID-19 Leaders' Handbook: <https://allhands.navy.mil/The-Way-Forward/US-Navy-COVID-19-Leaders-Handbook>.
- Navy Region Northwest Travel Planner Map: <https://www.cnic.navy.mil/regions/cnrnw/om/COVID-19.html>

NAVY REGION NORTHWEST EMPLOYEES

Our work continues with health and safety protective measures in place. Unless you are told otherwise by your supervisor, please continue with your same actions including teleworking when possible or returning directly home from work and maintaining physical distancing and wearing of face coverings. Please discuss with your supervisor if you need clarification on your work situation.

Personnel required to physically report to work are to conduct self-screening using the questionnaire below and report to their supervisor prior to entering the base and reporting to work. Employees working from home are asked to also continue to monitor their own health for any signs of illness and keep their supervisor informed if their status changes. If you are sick, you should stay home, try to distance from others in your household as best you can, and contact your health care provider as needed.

INSTALLATIONS AND COMMANDS

Northwest Navy Installations and Commands will continue to communicate additional, specific guidance and efforts with their people through their respective communication channels.

FUTURE UPDATES

Monitor news resources and public health updates regularly to stay informed. Navy Region Northwest will continue to provide weekly (or more frequently as needed) Navy-specific updates for the Navy family at <https://www.cnrc.navy.mil/regions/cnrnw/om/COVID-19.html>. This Northwest Navy information “hub” will include status updates, handy information flyers for printing and posting, and links to additional information and resources from our public health partners.

Navy Region Northwest COVID-19 Screening Questionnaire (version 2020.08.13)

1. **IN THE PAST 24 HOURS**, have you had any of the following symptoms? YES NO
- a. Fever
 - b. Cough (not due to allergies)
 - c. Sore Throat
 - d. Shortness of Breath
 - e. Loss of smell or taste

If "YES", LEAVE/DO NOT ENTER the workplace. Uniformed/GS/Contractor personnel contact supervisor/employer, put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival). **Follow CDC/OSD Guidance.** *Entry denied

2. Have you had **CLOSE PERSONAL CONTACT**, with anyone who has been diagnosed with COVID-19 in the past 14 days? (per criteria below) YES NO
- a. Within 6 feet for prolonged period of time (> 15 minutes)
 - b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.)

If "YES", LEAVE/DO NOT ENTER the workplace. Uniformed/GS/Contractor personnel contact supervisor/employer, put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival) **Quarantine may be required.** *Entry denied

3. Have you **traveled to or had close contact with anyone who traveled** to areas identified with **high infection rates** in the past 14 days (see note 1)? YES NO
(>50 cases / 100K population over last 7 days)

If "YES", uniformed/GS/Contractor personnel contact supervisor/employer and follow CDC/OSD Guidance. ROM may be required.

4. **TEMPERATURE CHECK.** Is temperature above 100°F (37.8°C)? (due to close proximity, screeners should wear mask or cloth face covering as directed): YES NO

If No, screening complete. Access granted.

If "YES", LEAVE/DO NOT ENTER the workplace. Uniformed/GS/Contractor personnel contact supervisor/employer, put a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival). **Quarantine/ROM may be required.** *Entry denied

¹Visitor Control Centers will utilize questions 1, 2, and 4 only for customers requesting access to the Installation. Commands approving travel are responsible for determining if ROM may be required. The following websites provide guidance for determining risk associated with travel.

DoN Travel Tracker:

<https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>

NRNW Travel Planner:

<https://www.cnrc.navy.mil/regions/cnrnw/om/COVID-19.html>

DHS Early Indicators Daily State and County Status:

<https://esportal.med.navy.mil/sites/NHBrem/CS/PopHealth/MISC/NPH/PUBHLTH/PHAP/COVID-19/RTG/SitePages/Home.aspx>

CDC County Map:

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/county-map.html>