

// Northwest Navy All Hands Message

Coronavirus (COVID-19)

Update 15: May 29, 2020

STATUS UPDATE

Washington State (WA) and other Northwest municipalities have begun restarting some activities and reopened certain facilities. Due to risks to our personnel and national-defense mission, the Navy's posture has not changed and we remain stabilized in our continued preventive COVID-19 measures. Our priority remains the health and safety of our personnel.

The Navy is planning for a phased reconstitution of services and activities, which may remain more stringent than the guidelines from state and county officials for areas outside Navy property. For now, we must stay focused on continuing our mission essential operations and maintain the practices that have helped us be successful so far in preventing a spike in disease. This includes physical distancing, using face coverings, and medical screening.

Washington and other states in the Northwest Region continue to see new positive COVID-19 cases. WA DoH reported 20,764 cases and 1,106 deaths as of 11:59 p.m. on May 27 and the Dept. of the Navy reported 1,057 confirmed active cases Thursday among military, civilians, family members and contractors. For the latest WA DoH situational report, visit www.doh.wa.gov/emergencies/coronavirus, and for the Navy's latest report, visit <https://navylive.dodlive.mil/2020/03/15/u-s-navy-covid-19-updates/>.

Update #15 includes the following:

1. DoD transitioning to a conditions-based phased approach to personnel movement/travel restrictions
2. Facility cleaning guidance in preparation for phased reconstitution of installation services and activities
3. Maintaining a safe and healthy workspace; shared best practices
4. Dept. of Defense released guidance on framework to change COVID-19 health measures
5. Previously-directed measures still in place, including face coverings and physical distancing
6. Resources for Personnel and Families
7. CDC Practical Tips and Web links to reference sites

The health and well-being of our personnel and their families remain our top priority. Navy leaders continue to closely monitor the situation and make efforts to limit exposure to our Northwest Navy Family while ensuring mission requirements are met.

1. Tuesday, Secretary of Defense signed a memo to transition to a conditions-based phased approach to personnel movement and travel restrictions.

The memo states that while the COVID-19 pandemic still presents risk to DOD Service members, their families, and our civilian workforce, improving conditions warrant a transition in our approach to domestic and overseas personnel travel to a conditions-based, phased approach to personnel movement and travel. The memo cancels previous travel restrictions (April 20, 2020) and reissues guidance for DOD components that will remain in effect until further notice.

Travel Restrictions outlined in the reissued guidance apply to all DOD service members, and DOD civilian personnel and dependents of DOD service members and of DOD civilian personnel whose travel is Government-funded, will stop movement, both internationally and domestically, while this memorandum is in effect, unless the conditions listed below are met. Except as provided by the conditions below, and for exemptions and waivers described elsewhere in the memorandum, this stop movement applies to all official travel, including:

- Temporary Duty (TDY) travel
- Government-funded leave travel
- Permanent duty travel, including Permanent Change of Station (PCS) travel
- Travel related to Authorized and Ordered Departures issued by the Department of State

For DOD service members, it also includes personal leave outside the local area and nonofficial travel outside the local area. DOD Components may onboard civilian employees within the local commuting area only, unless their travel to the local commuting area is not government-funded.

Conditions to resume unrestricted travel rests on two overarching factors: 1) state and/or regional criteria based on the White House's Opening Up America Again guidelines and 2) installation-level factors based on conditions on and surrounding DOD installations, facilities, and locations.

Using the Guidelines for Opening Up America Again as a baseline, and guidance from the Department of Health and Human Services and the Centers for Disease Control and Prevention, the Under Secretary of Defense for Personnel and Readiness will continuously assess each U.S. state or territory and nations that host greater than 1,000 permanently assigned DOD personnel, for:

- Removal of shelter-in-place orders or other travel restrictions
- 14-day downward trajectory of flu-like and COVID-19 symptoms
- 14-day downward trajectory of new COVID-19 cases or positive tests

The full memo can be found on defense.gov on the COVID-19 page:

<https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

2. As planning for reconstitution and return to full operations during the ongoing COVID-19 pandemic continue, Navy employees are likely to begin a phased transition from extended remote work to physical presence within Navy administrative office buildings. The Navy is reviewing the custodial cleaning standards in CNIC resourced buildings as part of reconstitution planning, and will implement appropriate changes required and recommended by CDC in preparation for phased reconstitution.

The following CNIC recommendations are in accordance with current CDC, BUMED and NAVSEA guidance:

- Near-term COVID-19 related changes to recurring custodial cleaning standards shall be implemented when a given installation enters Stage 1 reconstitution in CNICs reset framework. The recommended changes include increase in frequency of recurring surface cleaning in common areas and specifically address recurring disinfection of frequently touched surfaces in common areas to include handrails, doorknobs, light switches and elevator touch pads. Use of an EPA approved product for disinfecting the COVID-19 virus on surfaces is required.
- Navy Commands will continue to conduct cleaning and safety compliance procedures in industrial areas such as shops, hangar bays, laboratories, etc. Additionally, Navy Commands that resource their custodial service within buildings they operate can make the determination to follow the CNIC changes or to develop an alternate approach.
- The EPA maintains a list of disinfectant products that have been proven to disinfect surfaces from the COVID virus. There are over 400 products on the current EPA List N available on the market. Many commonly used disinfectant products are included in the EPA-registered and approved list for effective disinfection of surfaces exposed to SARS-CoV-2 (COVID-19).
- The health and safety of the people who use each building is a shared responsibility. All parties, including Navy commands, Public Works Departments, Command building managers and tenants

will work toward collectively improving the physical environment for the benefit of all building users.

- In the event an employee tests positive for COVID-19, all Navy installations will have access to a cleaning contract to respond and disinfect a given workspace where a positive COVID patient worked.
- Navy Commands may use their own employees to conduct cleaning of these workspaces at their discretion vice contracting for the cleaning service. BUMED recommendations for cleaning procedures and PPE for employees should be followed. In accordance with CDC and NAVMED guidance, if it has been more than 7 days since a person with COVID-19 visited or used the facility, cleaning and disinfection is not necessary. Prior to reopening a space in less than 7 days, cleaning and disinfection must be performed.

3. When reconstitution and a phased return to full operations begin, the following are some best practices being shared from other government agencies and industry operated buildings:

- Building operations procedure recommendations.
 - Post signage to limit the number of people occupying elevators.
 - Mark the floor to indicate physical distancing protocols for missions that require queuing to a service window or customer service station.
 - Remove chairs from conference rooms to increase physical distancing or mark the conference room tables to indicate physical distancing seating.
 - Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.
- Personnel procedure recommendations.
 - Support respiratory etiquette and hand hygiene for employees, customers and worksite visitors.
 - Provide tissues and no-touch disposal receptacles.
 - Place hand sanitizers in multiple locations to encourage hand hygiene.
 - Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Discourage handshaking; encourage the use of other noncontact methods of greeting.
 - Discourage workers from using other workers phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Implement changes to meeting procedures in the workspace.
 - Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
 - Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
 - When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
 - Consider changes to visitor and guest registration procedures for people entering the Commands building.

4. As shared previously, the Secretary of Defense released a memorandum May 19 that provides guidance to Commanders on changing health protection measures during COVID-19 pandemic, in alignment with the White House's Guidelines for Opening Up America Again. Commanders will continue assessing the situation and make deliberate, risk-based decisions to change health protection measures as the situation allows in a particular geographic area. For example, there will need to be a sustained decrease in reported and

documented cases of COVID-19 or COVID-like illnesses for a period of time. Decisions will be made through collaboration with local military health officials as well as with state and local authorities.

Find the Defense Secretary's memo online at <https://media.defense.gov/2020/May/20/2002303429/-1/-1/1/GUIDANCE-FOR-COMMANDERS-ON-RISK-BASED-CHANGING-OF-HPCON-DURING-COVID-19.PDF?source=GovDeliver>.

Due to risks to our personnel and national-defense mission, our posture in Navy Region Northwest has not yet changed and we remain stabilized in our continued preventive COVID-19 measures. Our priority remains the health and safety of our personnel.

5. In alignment with federal and state guidance, Northwest Navy Commands continue to implement the following health protection measures as previously directed until further notice. Northwest Navy personnel should continue to monitor installation Facebook pages for additional changes related to installation services or facilities such as food establishments, shops, child and youth programs or recreation centers.

- Region Legal Service Office Northwest (RLSO NW) made additional adjustments to their services to limit the possibility of spreading COVID 19 to customers/clients and office staff. RLSO NW legal assistance services are continuing as follows:

Until further notice, all legal assistance services (to include estate planning, family law, special powers of attorney, notaries etc.) are reserved for active duty servicemembers AND dependents of active duty servicemembers.

All legal assistance services will continue to be by appointment only. Appointments for active duty servicemembers and dependents of active duty servicemembers will be telephonic. Appointments will be scheduled once all required paperwork is received by the legal office.

To schedule an appointment or have the required paperwork sent please call the RLSO NW appointment lines: For Bremerton, call (360) 476-4275; For Bangor, call (360) 396-6003; For Everett, call (716) 712-4677; For Whidbey Island, call (360) 257-2126

Required paperwork, including the Legal Assistance Intake Questionnaire and the Remote Services Disclosure and Acknowledgement can also be downloaded from

www.jag.navy.mil/legal_services/rlso/rlso_northwest.htm.

- The Navy will follow travel restrictions in alignment with Secretary of Defense's extension of stop-movement order to June 30. All Dept. of Navy personnel, and their families, including active, reserve, and civilian personnel whose travel is government-funded will stop movement, both internationally and domestically. With some exceptions, this stop movement applies to all official travel, including but not limited to, temporary duty (TDY) travel; government-funded leave travel; permanent duty travel, including Permanent Change of Station (PCS) travel; and travel related to Authorized and Ordered Departures issued by the Department of State. To learn more about the order and to see the exceptions to this order, view the ALNAV message dated April 21, 2020: <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2020/ALN20044.txt>
- Dept. of Defense (DoD) aims to minimize the number of non-essential persons visiting DoD ID card offices. Some sites are only allowing appointments and increasing the time between customers to support physical distancing measures. DoD has also implemented measures to enable personnel who are unable to or are waiting on an appointment to renew their DoD ID card to continue temporarily using an expired card for physical and logical access to facilities and benefits through Sept. 30, 2020. More information can be found at <https://www.cac.mil/Coronavirus/>. Scroll to the bottom of that page under News & Updates for specific directions to verify eligibility and renew credentials, as well as find points of contact if you have problems with this process.

- Common Access Cards (CAC) or Volunteer Logical Access Credentials (VoLAC) that expired on or after April 16, 2020, and are within 30 days of expiration, may have the certificates updated using ID Card Office Online to allow for continued use through Sept. 30, 2020. Such cards are also authorized for continued use to facilitate access to benefits through Sept. 30 if the cardholder's benefits eligibility is unchanged.
- Uniformed Services ID (USID) cards that expired on or after Jan. 1, 2020, can be authorized for continued benefit use through Sept. 30, 2020, if the cardholder's affiliation did not change.
- These measures will enable personnel who are unable or waiting on an appointment to renew their CAC/VoLAC/USID to continue temporarily using an expired card for physical and logical access to facilities and benefits through Sept. 30, 2020.
- Find the nearest ID card issuing facility can be found by visiting <http://www.dmdc.osd.mil/rsl/>. Appointments can be scheduled using the RAPIDS Appointment Scheduler at <https://rapids-appointments.dmdc.osd.mil>.

- In alignment CDC recommendations, all individuals on DoD property, installations and facilities are required to wear cloth face coverings when unable to maintain at least six feet of physical distance. Persons wearing face coverings must still follow physical distancing guidelines as much as possible. Personnel will need to lower their face covering if directed by security personnel to verify identification.

Navy Exchanges and Commissaries require all customers and workers wear face coverings in the stores. The Navy is working on producing face coverings for military personnel, but until those are produced, personnel are authorized to wear medical or construction type masks, or other hand-made cloth coverings using bandanas, scarfs, or other fabric materials. Face coverings need to be conservative in appearance and not offensive, as well as meet the following CDC guidance:

- ✓ 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.
- ✓ Preferably, 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.

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>.

- All Navy personnel – whether at home or at work – should continuously self-evaluate their health for signs of illness. Commands continue to conduct enhanced medical screening at certain checkpoints, including use of the approved screening questionnaire.
- Installations adjusted operations at visitor control centers (VCC) to include 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. If necessary, VCC staff will direct customers to wait in a secondary holding area until called. VCC staff will also continue using a COVID-19 health questionnaire to screen personnel seeking access to the installation.
- 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.
- NRNW and Installations continue reviewing frequency of janitorial services at certain facilities and stand ready to increase in a scalable manner or arrange for deep-cleaning of any affected facilities in the event of a confirmed COVID-19 case.

- Navy Commands have implemented alternative work schedules and contingency procedures to maintain operational readiness but slow the spread of COVID-19. These plans include options such as teleworking from home. Service members, civilians and contractors should follow the directions given by their supervisors for their respective commands/organizations.
- Installations have canceled/postponed events and closed certain facilities such as gyms, base theaters, recreation centers and chapels. Dine-in restaurants and bars on base are closed, and other food establishments are only open for carry-out and/or drive-through.

6. Resources for Personnel and their families include:

- Navy childcare providers and staff will provide support to service members and military families as long as they are able to. For specific details, please contact your local Child and Youth Program representative.
- Navy Region Northwest Fleet and Family Readiness (FFR) program is sharing daily tips for Navy families on food and nutrition, fun family resources, personal enrichment opportunities and news in their Navy Family Plan of the Day series that can be found on their Facebook pages: www.facebook.com/WhidbeyFFR; www.facebook.com/KitsapFFR; and www.facebook.com/EverettFFR. FFR Program also has a list of audio and video podcasts available for Navy families looking for support and resources covering a variety of topics ranging from stress and anger management to how to prepare for transition to civilian life after the Navy. The podcasts are available online at www.navylifepnw.com/podcasts and can be downloaded at any time.
- The updated MyNavy Family App provides additional information and resources for Sailors and families. Learn more & download the app at www.applocker.navy.mil.
- All Navy personnel should always make sure their information is accurate in the Navy Family Accountability and Assessment System (NFAAS). Visit the NFAAS site to review and update or validate information: <https://navyfamily.navy.mil>.
- Military medical treatment facilities are doing their best to implement physical distancing measures while also addressing patients' care needs. Those who are able to use virtual means can connect with their provider remotely through tools like the MHS GENESIS patient portal, at <https://patientportal.mhsgenesis.health.mil/>.
- The Military Health System (MHS) Nurse Advice Line (NAL) has been receiving a much larger call volume and wait times tend to be lengthy. They are working on reducing waiting times as best they can. Please continue to call if you are exposed or have symptoms, but you may also view Tricare's frequently asked questions: <https://www.tricare.mil/HealthWellness/HealthyLiving/Coronavirus/Coronavirus-FAQs>.
- The Families First Coronavirus Response Act (FFCRA) was signed into law and with it comes adjustments that Navy civilian personnel should be aware of. This includes the Emergency Paid Sick Leave Act (EPSLA, Division E of the FFCRA) and Emergency Family and Medical Leave Expansion Act (Expanded EFMLA, Division C of the FFCRA).
 - EPSLA provides federal civil service employees up to 80 hours of emergency paid sick leave in specified circumstances related to COVID-19. This paid sick leave is in addition to any other paid leave entitlements and is available for use between April 1 and Dec. 31, 2020.
 - Expanded EFMLA allows certain eligible employees to take up to 12 weeks of expanded emergency family and medical leave between April 1 and Dec. 31, 2020. Employees could qualify for expanded EMFLA if they were unable to work or telework because they are caring for their child/children whose school or daycare is closed or childcare is unavailable for reasons related to COVID-19.

There are exceptions to both EPSLA and Expanded EMFLA, which can be found on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/covid-19/opm-fact-sheet-federal-employee-coverage-under-the-leave-provisions-of-the-families-first-coronavirus-response-act-ffcra.pdf>. The Department of Labor also posted additional information and guidance on the two acts, which can be found at: <https://www.dol.gov/agencies/whd/pandemic>.

Navy leadership and Navy medical professionals will continue to monitor the situation. As the situation progresses, NRNW may implement additional measures as needed in alignment with Dept. of Defense guidance and in coordination with state and local partners should there be an increase in risk to the Fleet, Fighter and 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 6 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 #

NAVY REGION NORTHWEST EMPLOYEES

Washington State continues to follow a “stay home, stay healthy” policy. In the executive order, our military and civilian workforce is exempted traveling to and from work and may continue to support the mission. Essentially, our work continues with the same safety restrictions we previously implemented. 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.cnmc.navy.mil/regions/cnrnw/om/COVID-19.html>

This Northwest Navy information “hub” will include status updates, handy information flyers for printing and posting like the example to the right, and links to additional information and resources from our public health partners.

ENCLOSURE: UPDATED USFF/NAVNORTH COVID-19 SCREENING QUESTIONNAIRE

CUSFF/NAVNORTH COVID-19 Screening Questionnaire
(V2020.04.18)

<p>1. IN THE PAST 24 HOURS, have you had any of the following symptoms?</p> <ul style="list-style-type: none"> a. Fever b. Cough (not due to allergies) c. Sore Throat d. Shortness of Breath e. Loss of smell or taste 	YES	NO
<p>If "YES", LEAVE/DO NOT ENTER the workplace, GS inform supervisor, CTR inform employer, uniformed personnel inform chain of command, 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 Guidance.¹ *Entry denied</p>		
<p>2. Have you TRAVELED INTERNATIONALLY in the past 14 days?</p>	YES	NO
<p>If "YES", LEAVE/DO NOT ENTER the workplace. <u>Uniformed personnel</u>: Complete 14 days of ROM.² *Entry denied <u>GS/contractor</u>: DO NOT ENTER workplace for 14 days and inform supervisor/employer.² Follow CDC Guidance.³ *Entry denied</p>		
<p>3. Have you TRAVELED DOMESTICALLY (U.S.) outside of your authorized local travel radius in the past 14 days?</p>	YES	NO
<p>If "YES", LEAVE/DO NOT ENTER the workplace. <u>Uniformed personnel/GS/contractor</u>: DO NOT ENTER workplace and contact supervisor/employer for additional guidance.² Refer to NMCPHC assessment of state/county specific risk (CAC required).⁴</p>		
<p>4. Have you had CLOSE PERSONAL CONTACT, with anyone who has been diagnosed with COVID-19 in the past 14 days? (per criteria below)</p> <ul style="list-style-type: none"> a. Within 6 feet for prolonged period of time b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.) 	YES	NO
<p>If "YES", LEAVE/DO NOT ENTER the workplace. 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) for quarantine determination. *Entry denied</p>		
<p>5. TEMPERATURE CHECK (due to close proximity, screeners should wear cloth face covering or other mask as available):</p> <ul style="list-style-type: none"> a. If temperature is <u>less</u> than 100°F (37.8°C), allow access. Screening is complete. b. If temperature is equal to or <u>higher</u> than 100°F (37.8°C), LEAVE/DO NOT ENTER the workplace, GS inform supervisor, CTR inform employer, uniformed personnel inform chain of command, put a clean mask on when one is available, and contact/report to your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance.¹ *Entry denied 		

ROM: Restriction of Movement
¹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
² OSD Memo Force Health Protection Guidance Supplemental 8 (13 Apr20)
³ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
⁴ <https://esportal.med.navy.mil/sites/nmcpbc/pps/COVID19/COVID19%20State%20Surveillance%20Medical%20Intel.pdf>