From: Commanding Officer, U.S. Naval Base Guam
To: Distribution

Subj: U.S. NAVAL BASE GUAM PUBLIC HEALTH ORDER – ADDENDUM REGARDING CONTACT TRACING PROCEDURES AND REPORTING REQUIREMENTS

Ref: (a) DoDI 6200.03, Public Health Emergency Management (PHEM) Within the DoD
(b) NBG Public Health Order – HPCON CHARLIE, 5800 Ser N00J/0275, dated 12 JUN 2020
(c) NBG Restriction of Movement SOP, 6100 Ser N00J/0306, dated 29 JUN 2020
(d) NAVADMIN 113/20, Restriction of Movement Guidance Update, DTG 171541Z APR 20

1. **Purpose:** In accordance with reference (a), U.S. Naval Base Guam (NBG) issues this addendum to reference (b) to promulgate procedures for COVID-19 contact tracing and reporting requirements. This addendum is effective immediately.

2. **Applicability:** This order applies to all Department of Defense (DoD) active duty members, employees, dependents, contractors, or other personnel subject to DoD or Government of Guam (GovGuam) ROM who are permanently or temporarily assigned to NBG or a unit homeported or located onboard NBG (hereinafter “personnel”). This order is also applicable to all commands, activities, agencies, and departments who are tenants or provide services onboard NBG (hereinafter referred to as “tenant commands”).

3. **Tenant Commands (including all commands, activities, agencies and departments onboard NBG) Responsibilities:**

   a. Immediately upon notice of a COVID-19 positive test result for personnel under your cognizance, tenant commands shall take immediate steps to isolate all positive individuals (PI).

   b. Within one (1) hour of notice of a PI, tenant commands shall report all PI cases to the NBG Emergency Operations Center (EOC). This report shall include the name and contact information of the PI, tenant command/unit, and personnel status (AD/CIV/Contractor/Dep/etc.) and isolation location.

   c. After reporting to the NBG EOC, tenant commands shall ensure compliance with the NBG Restriction of Movement (ROM) Standard Operating Procedure (SOP), reference (c).

4. **U.S. Naval Hospital (USNH) Guam Provision of Public Health Emergency Officer (PHEO):** In accordance with reference (a), USNH Guam shall make a qualified individual available to serve as the NBG PHEO.

5. **NBG Public Health Emergency Officer (PHEO) Responsibilities:** The NBG PHEO is responsible for ensuring the proper execution of contact tracing investigations for all applicable personnel as defined in paragraph 2. The NBG PHEO shall ensure the following procedures and requirements are met:

   a. The PHEO is responsible for notifying the NBG EOC of all manpower and personnel requirements which are necessary to meet the timelines provided herein.
b. The PHEO is responsible for screening all personnel selected to perform contact tracing for appropriate capability and maturity to exercise the responsibilities herein. All personnel conducting contact tracing shall be properly trained to perform their assigned duties.

c. Within one (1) hour of a positive result, the PHEO shall contact the PI. Completion shall be reported to the NBG EOC.

d. Within four (4) hours of a positive result, the temporal and geographical scope of the contact tracing investigation shall be completed. Additionally, contact information for PI potential contacts shall be obtained. Completion shall be reported to the NBG EOC.

e. Within twenty four (24) hours, all contact tracing investigations shall be completed absent extraordinary circumstances. Completion shall be reported to the NBG EOC.

f. The names of all personnel determined to be a CLOSE CONTACT in accordance with reference (d) shall be forwarded to the NBG EOC for issuance of ROM orders.

g. While any contact tracing investigations remain open, a situation report (SITREP) shall be made to the NBG EOC no later than 0730 daily. The SITREP shall include the number of open investigations, the total number of potential close contacts, the number of contacts reached, the number of contacts deemed a close contact in accordance with reference (d), and the number of contacts ruled out as close contacts.

h. The PHEO shall ensure compliance with requirements for the protection of personal and health information in accordance with reference (a).

6. **Relationship to Disciplinary Investigations or Proceedings**: NBG will not subject any individuals participating in contact tracing investigations to disciplinary action for statements made in the course of such investigations. NBG personnel conducting contact tracing investigations shall not administer rights advisements to personnel under investigation and shall not report suspected misconduct discovered in the course of contact tracing. Commands wishing to pursue disciplinary investigations or proceedings are advised not use information from contact tracing and to ensure that all disciplinary proceedings are not predicated on contact tracing information.

7. **Enforcement**: Any person who refuses to obey or otherwise violates this or any other lawful order during the declared public health emergency may be detained. Those not subject to military law may be detained until civil authorities can respond. Violators of procedures, protocols, provisions, or orders issued in conjunction with the public health emergency may be charged with a crime under the Uniform Code of Military Justice and under Section 271 of Title 42, United States Code (U.S.C.). Pursuant to Section 271 of Title 42, U.S.C., violators are subject to a fine up to $1,000 or imprisonment for not more than one year, or both. In addition, personnel found in violation of this directive are subject to administrative actions including suspension of privileges and exclusion from the installation.

8. **Point of Contact**: My point of contact for this matter is the NBG Battle Watch Captain. They can be reached at (671) 333-2781/2784 or via electronic mail to **M-GU-NBG-EOC-BTLWTCH@tnavy.mil**.

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