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UNITED STATES NAVAL FORCES EUROPE
UNITED STATES NAVAL FORCES AFRICA
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Canc: Dec 21

NAVEUR/NAVAF/SIXTHFLTNOTE 6200
N02A
5 Jan 21

COMUSNAVEUR/COMUSNAVAF/COMSIXTHFLT NOTICE 6200

From: Commander, U.S. Naval Forces Europe
Commander, U.S. Naval Forces Africa
Commander, U.S. SIXTH Fleet

Subj: STANDARDIZED RISK MITIGATION FOR TRAVEL TO HIGH-RISK LOCATIONS

Ref: (a) NAVEUR/Region EURAFCENT Travel & Liberty Map (<https://doneurafcent.maps.arcgis.com/apps/opstdashboard/index.html?fbclid=IwAR0EotbSTp5aW4wATwujUQd6hNevoTvz0JPwaU6tecYaq2OC2fX80XDaFg4#/0c91d112e01d44ca827b6a880aaefbaa>)

(b) COMUSNAVEUR COMUSNAVAF Naples IT 061205Z Nov 20

Encl: (1) Guidelines to Request for Exception to Policy (ETP) to Modify Restriction of Movement (ROM) for Travel to High-Risk (Red) Locations
(2) Request for Exception to Policy to Modify ROM Template
(3) Modified ROM Checklist
(4) Modified ROM Worksheet

1. Purpose. To promulgate guidance for mitigating risk for personnel approved to travel to high-risk locations in the cononavirus pandemic environment.

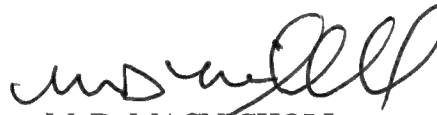
2. Background

a. Per reference (b), travel to or through coronavirus high-risk, or “red,” areas will spend 14-days in restriction of movement (ROM) upon return from travel. Under very limited circumstances, that ROM may be modified provided appropriate risk mitigation measures have been taken.

b. Potential travelers should refer to reference (a) to determine current red locations within the Europe, Africa and Central (EURAFCENT) region. Travelers going to areas outside EURAFCENT should expect to spend 14-days in restriction of movement (ROM) upon return from travel.

c. Per reference (b), all travel to red areas must be pre-approved by a Flag Officer/Senior Executive Service or senior-most O-6/GS-15.

3. Action. Prior to commencing travel to high risk locations, personnel desiring to request an exception to policy (ETP) to modify the 14-day ROM rule will be required to complete enclosure (2) and (3) for approval. Travelers will maintain enclosure (2) for 90 days after completion of the travel.
4. Cancellation contingency. This notice may be retained for record purposes or until superseded by another notice on the same subject.
5. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



M. D. MACNICHOLL
Deputy Chief of Staff

Releasability and Distribution:

This instruction is for official use only and is available electronically on the CNE/CNA/C6F Command Share Drive under the folder Y:\Command Public Folder\N02-SA.

Guidelines to Request for Exception to Policy (ETP) to Modify Restriction of Movement (ROM) for Travel to High-Risk (Red) Locations

Ref: (a) COMUSNAVEUR COMUSNAVAF Naples IT FRAGO 1 to MOD 03 061205Z
Nov 20

a. Per reference (a), travel from or through a coronavirus high-risk area (i.e. a “Red Zone”) outside the host nation of their permanent duty station -- or as designated a “Red Zone” by the Installation Commanding Officer (ICO) -- will spend 14-days in restriction of movement (ROM) upon reaching the final location. Under very limited circumstances and in order to meet essential mission requirements or due to humanitarian/hardship justification, individuals may enter a modified 14-day ROM if an Exception to Policy (ETP) is approved in writing in accordance with (IAW) reference (a).

b. Modified ROM is not an exemption from ROM. Modified ROM allows personnel to leave their quarters for essential work needs for limited periods of time (i.e. go to/from work). Personnel on modified ROM must wear facial coverings at all times, should telework and use VTC capabilities to maximum extent possible, and will not use public transportation, go to public areas including grocery stores, attend medical appointments unless emergent or coordinated with the MTF for those in a ROM status.

c. Per reference (a) “Bubble to Bubble” travel (B2BT) is achieved when cleared units or personnel are transferred from one local area to another using clean vehicles IAW reference (a). This often requires completing pre-ROM and may require testing to make sure all travelers are regarded as having low probability for COVID-19. B2BT can only be executed with clean vehicles IAW reference (a) and cannot be executed with commercial conveyances -- air, sea or ground transportation. B2BT should be conducting IAW Ref (a).

d. Enclosure (2) is a template for an ETP request. Enclosure (3) is a checklist of procedures that shall be followed during travel and upon return. Enclosure (4) is a worksheet to aid approval authorities in assessing the level of risk they are approving.

Request for Exception to Policy (ETP) to Modify Restriction of Movement (ROM)
Template

DD Mmm YY

From: Sailor
To: FO/SES or senior-most O-6/GS-15
Via: Installation Commanding Officer (where modified ROM is being requested)

Subj: Request for Exception to Policy (ETP) to Modify Restriction of Movement (ROM) for
Travel to High-Risk (Red) Locations

Ref: (a) COMUSNAVEUR COMUSNAVAF Naples IT FRAGO 1 TO MOD 03 061205Z
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Encl: (3) Modified ROM Checklist (See below for Checklist Example)
(4) Modified ROM Worksheet (See below for Worksheet Example)

1. In accordance with reference (a), I respectfully request an exception to policy to modify restriction of movement (ROM) upon my return from high risk travel.
2. To minimize the risk to myself during my travel and others upon my return, I will follow the checklist found in enclosure (3).
3. Using enclosure (4), my travel is scored ____ (#), which classifies it as ____ (word) risk travel.
4. I am requesting an ETP to modify ROM for travel to _____, from _____ with layover in _____ on the following dates _____.

I. M. SAILOR

Enclosure (2)

5 Jan 21

NAME: _____ HIGH RISK LOCATION: _____ TRAVEL DATES: _____

INSTRUCTIONS:

If submitting **PRIOR** to travel, complete Sections 1,2, and 3 and “Request for Modified ROM Risk Assessment” worksheet.

If submitting **AFTER** travel is completed, complete section 3 and “Request for Modified ROM Risk Assessment” worksheet.

Submit this form and the “Request for Modified ROM Risk Assessment” worksheet as part of the ETP request to your approval authority. Initial next to each instruction showing you understand your responsibilities.

SECTION 1: DURING TRAVEL CHECKLIST * MINIMIZE RISK TO TRAVELER*******Initials**

- PUBLIC TRANSIT: Do not use public transit including taxis, buses, and metro if possible.
- ETP travel requires dedicated, clean MILAIR flight (a dedicated flight with a group traveling from one location to another location without additional personnel added at any time during travel). A personally operated vehicle or dedicated vehicle for the travel party is also authorized. Rotators are not considered dedicated, clean aircraft.
- Wear cloth face coverings (CFCs) during travel to the maximum extent practicable.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Wash hands often with soap and water for at least 20 seconds or hand sanitizer.

SECTION 2: AT DESTINATION CHECKLIST * MINIMIZE RISK TO TRAVELER*****

- Where physical distancing is not possible and the activity needs to continue, you should take all mitigating actions possible to reduce the risk of transmission of COVID-19. Preventive measures should include, at a minimum: hand hygiene, and wearing facemasks or CFCs.
- During official meetings, all persons shall wear CFCs when unable to maintain physical distancing. During work lunches, practice physical distancing by sitting > 6 feet from others and eat outside whenever possible.
- Avoid handshakes or other skin to skin contact.
- Carry your own supply of hand sanitizer. Use it frequently.
- Consider taking the stairs. Otherwise wait to use the elevator until you can

either ride alone or only with people from your travel group.

- Minimize use of areas that may lead to close contact (< 6 feet) with others like break-rooms, outside patios, inside lounges, dining areas/kitchens, game rooms, pools, hot tubs, saunas, spas, salons, elevators, and fitness centers.
- Do not utilize gym when others are present.
- RENTAL CARS: Clean and disinfect frequently touched surfaces regularly (for example, the steering wheel, gear shift, door frame/handles, windows, radio/temperature dials, and seatbelt buckles) before and after use. When using parking meters and pay stations, consider using alcohol wipes or hand sanitizer containing at least 60% alcohol after use.
- MEALS: All food should be delivered by persons wearing face coverings.

During coffee breaks, use paper napkins to select food and pour coffee. Wear CFCs in the vicinity of the refreshments. Remove only to eat and drink.

When possible, choose food and drink options that are not self-serve to limit the use of shared serving utensils, handles, buttons, or touchscreens. If you must use shared serving items, wash/sanitize your hands before and after eating/drinking.

When possible, sit outside and > 6 feet from those not in your travel party.

Avoid bars and restaurants and order room service via telephone to maximum extent practicable to maintain physical distancing. Order food and beverages "To Go" or have them delivered.

- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching eyes, nose, and mouth.

SECTION 3: Return FROM DESTINATION CHECKLIST * REDUCE CLOSE CONTACT CIRCLE *****

- Complete Enclosure (3) "Request for Modified ROM Risk Assessment."** If travel is not B2B and Local government or host nation requires testing/quarantine OR a risk score >5, then a PCR based test is required within 24-hours upon return, and second PCR based test between day 5 and day 10 (for a total of two tests). Samples may be sent to LRMC unless required by host nation or if local USNMRTC desires test to be run locally. Testing to be collected between 0800-1600 or as directed by local clinic. Results are typically available within 48-72 hours.

NOTE: Antibody test is not acceptable. Testing should be coordinated two weeks prior to travel. Email requests to NAVEUR-ORR-TEST-REQUEST@eu.navy.mil. Coordination after travel can be conducted if deemed necessary.

5 Jan 21

If test result is positive, person is considered a COVID-19 case and reported to public health authorities IAW all pre-established reporting guidance.

Personnel cannot return to work until meeting requirements as outlined in NAVADMIN Standard Operating Guidance .

- Wear a cloth face covering at all times while not at their own work desk for 14-days after last day of travel. This includes transiting hallways and public areas, and during all direct face to face interactions, even when there is > 6 feet of spacing between individuals. If workmate is within 6 feet, wear cloth face covering while at workstation.
- Telework and teleconference to maximum extent possible.
- Minimize in-person meetings.
- Do not participate in formal/ceremonial events until 14-days past return date.
- Wastebaskets should be left at the door daily and other routine cleaning suspended for 14-days to avoid exposing the housekeeping staff.
- Travel directly from home to work (or other areas needed to conduct military duties) and avoid public areas such as grocery stores, NEX, schools, commissary, gym, restaurants.
- Individuals should maintain 6 feet of distance from others and practice physical distancing.
- Monitor for symptoms daily including taking temperature (a fever is > 38 °C/100.4 °F), headaches, body aches, fatigue, loss of smell or taste, fever, chills, or cough. Physically distance > 6 feet from others and call medical immediately if you have these symptoms.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- If you become sick during the day, you should go home immediately. Surfaces in workspace should be cleaned and disinfected after waiting 24 hours. Information on persons who you had contact with during the time you had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact (within 6 feet) during this time will be considered exposed and likely recommended to be out of work for 14-days.
- Upon return, traveler should segregate themselves from other household members for 14-days following return and to the maximum extent practicable and wear masks (even while at home). Traveler should isolate to their own bedroom and bathroom while at home. Traveler should not cook for others. It is recommended that all household contacts consider minimizing outside contacts for the 14-days as well to avoid inadvertently transmitting the virus to the host nation community.

Modified Restriction of Movement (ROM) Worksheet

Travel Assessment		Activity			Mode of Travel					
1	2	3	1	2	3	4	1	2	3	4
Travel is <24 hours	Travel is >24 and <72 hours	>72 hours or travel was for leave purpose	Direct travel from lodging to meeting location via POV or rental car, all persons wearing masks during event or meeting, spacing > 6 feet enforced, Food delivered, seated meals. Only utilized hotel gym when gym was empty.	Only utilized hotel gym when gym was empty. Seated luncheon/dinner without distancing	Eating at restaurant, visiting bar, masks not worn during meeting and spacing < 6 feet. Outbreaks/cases identified at meeting/event, use of public transportation such as subways or buses, visited community areas such as museums. Social event such as cocktail hour.	Clean MILAIR Flight or Gov't Vehicle per OPORD or POV, Masks worn during travel, > 6 feet spacing available in vehicle.	Train with spacing every other seats, masks on 100% for all travelers	Commercial Air Travel with masks on 100% for all travelers	Commercial Air Travel without masks on 100% for all travelers	Commercial Air Travel without masks on 100% for all travelers

Risk Score



>6 High

Moderate

<4 Low

$$+ \quad + \quad + \quad =$$

Travel + Activity + Travel =

Is Testing Required upon return from Travel?

Local Government or host nation requires testing or quarantine upon return?
 Yes-> Test within 24 hours and between day 5 and day 10
 No-> Testing is not required.

OR

Is Risk Score >5 (Moderate) for travel to Red zone IAW NAVEUR-NAVAF-SIXFLT OPOD
 Yes-> Test within 24 hours of return and between day 5 and day 10
 No-> Testing is not required unless required by local government or host nation

Modified ROM
Approved/Disapproved

if test is required, a PCR based test is required within 24 hours upon return, and second PCR based test between day 5 and day 10 (for a total of two tests).
 NOTE: Antibody test is not accepted. Requests should be sent to NAVEUR-ORR-TEST-REQUEST@EU.NAVY.MIL two weeks prior to travel, or immediately upon notification of needing ETP upon return.

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