DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

6000
Ser 00/148
6 April 2020

Dear Naval Facilities Engineering Command Contractor Community:

SUBJECT: PREVENTING THE SPREAD OF THE CORONAVIRUS DISEASE 2019

The Coronavirus Disease 2019 (COVID-19) situation has escalated into an unprecedented worldwide crisis in just a few weeks, and today we are engaged in a challenge unlike anything experienced in our lifetimes. Two weeks ago I sent a letter to our Contractor Community emphasizing the importance of the health and safety of our shared communities. Given our mutual interest in addressing COVID-19 challenges, this letter provides additional health and safety information for our contractor and Navy personnel.

In response to COVID-19, Navy commands have adopted screening programs for employees as they report to work each day and shown in enclosure (1). The Navy has also established guidance for return to work of personnel who have been exposed to, or who have recovered from COVID-19 as highlighted in enclosure (2). Additionally, effective immediately the Navy has issued guidance on the use of face coverings on Department of Defense property and installations in enclosure (3).

Our contractor partners are critical members of the Navy team, providing services that support the Navy mission. A spread of COVID-19 among our contractor or Navy personnel can have drastic consequences impacting the readiness of our military force.

Your actions to date on employing practices and measures to protect our people is commendable, but one where I need further help involves screening of employees before they come to work. Having an effective screening measure in place is critical in protecting Navy and contractor employees, and preventing further spread of COVID-19. Likewise, enacting precautions for employees who may have been exposed to, or who are returning to work after recovering from COVID-19 reduces risk to our workforce. Please feel free to use our enclosures as a guide to assist you in implementing processes for screening prior to coming to work and protocols for returning to work.

There is no precedent for operating in a national emergency such. Public health guidance and procedures change daily based on our growing understanding of the pandemic. I ask for your continued leadership in ensuring that you stay up to date on the latest COVID-19 guidance and

facts; and continue to communicate with your government contracting teams on any issues that affect performance of contracts that are a vital part of the national defense mission.

Thank you for your continue support to provide a safe and healthy work environment.

Sincerely,

J. W. KORKA
Rear Admiral, CEC, U.S. Navy

Enclosures: 1. CUSFF/NAVNORTH COVID-19 Screening Questionnaire (V2020.03.17)
2. Navy Medicine COVID-19 Return to Work Guidelines (27 Mar 20)
3. NAVADMIN 100/20

Copy to: NAVFAC Atlantic Norfolk VA
NAVFAC Pacific Pearl Harbor HI
NAVFAC EXWC Port Hueneme CA
NAVCRANECEN Portsmouth VA

Employee: **Supervisor:**

Signature: **Signature:**

CUSFF/NAVNORTH COVID-19 Screening Questionnaire

(V2020.03.17)

1. **ARE YOU CURRENTLY SICK** with any of the following symptoms? **YES** **NO**
   a. Fever
   b. Cough
   c. Sore Throat
   d. Shortness of Breath

If "YES", **LEAVE/DO NOT ENTER the workplace,** GS inform supervisor, CTR inform employer, 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**

2. Have you **TRAVELED INTERNATIONALLY** in the past 14 days? **YES** **NO**

If "YES", **LEAVE/DO NOT ENTER the workplace.**

Uniformed personnel: Complete 14 days of ROM.[2] ***Entry denied**

GS/CTR: DO NOT ENTER workplace for 14 days, GS inform supervisor, CTR inform employer.[2] Follow CDC Guidance.[3] ***Entry denied**

3. Have you **TRAVELED DOMESTICALLY (U.S.)** outside of your local area in the past 14 days? **YES** **NO**

If "YES", self-monitor for fever, cough, difficulty breathing. To extent possible, implement social distancing. If symptoms develop, immediately contact/report to your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance.[1]

4. 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
   b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.)

If "YES", **LEAVE/DO NOT ENTER the workplace.** 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) for quarantine determination. ***Entry denied**

5. Once instructed by higher authority to conduct **TEMPERATURE CHECKS:**
   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, 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 supp 4 (11Mar20)

[3] https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html

Enclosure (1) Approved 17MAR20 MK

Return to Work Guidelines
Coronavirus Disease (COVID-19)
Revised 27 March 2020

To help prevent the spread of 2019 coronavirus disease (COVID-19) in the community, Department of Defense (DoD) Commanders in coordination with medical experts have instituted transmission-based precautions. Transmission-based precautions include stay home from work policy, restriction of movement (ROM), quarantine, and isolation. Personnel who have symptoms of acute respiratory illness should notify their supervisor and avoid going to work. Personnel who have a high risk exposure to COVID-19 or who have traveled to high risk locations as defined by the Centers for Disease Control and Prevention's (CDC) with ongoing community transmission of COVID-19 (Travel Health Notice (THN) Levels 2 or 3) should be placed under restriction of movement (ROM). Personnel living in high risk locations per CDC THN are not subject to the ROM policy and should follow local guidance on ROM. Personnel who are found to be infected with COVID-19 should be placed under isolation at a healthcare facility, home, or another designated isolation facility.

The decision to discontinue transmission-based precautions and allow personnel to return to work (RTW) is based on weighing the overall risks of severe illness; balancing the potential benefits of decreasing transmission through the exclusion of ill persons with minimizing social disruption. This guidance will be updated as more information becomes available.

ROM / Quarantine

- After **travel to a high risk location** (per local policy) or **close contact with COVID-19** positive case (or suspected case when operationally feasible), individuals will be placed on ROM / quarantine for **14 days**.
- Personnel may RTW if no symptoms develop after **14 days** since the date of departure from high risk location or the last date of contact with the individual with COVID-19, if they remain free of symptoms. One **cannot test-out** of ROM and you must complete the full 14-day period.
- Individuals with **close contact with a patient under investigation (PUI)** for COVID-19 does not need to be placed on 14-day ROM unless results of lab test is confirmed to be positive. While awaiting results, Commanders may temporarily restrict close contact of PUIs from work. Commanders should consult with medical staff and balance the likelihood of a PUI becoming a positive case versus mission requirement when making their decision. These individuals **should not RTW** until instructed by their command.

Patient Under Investigation (PUI)

A PUI is defined as an individual with either a pending COVID-19 test OR for whom a test would have been ordered/conducted had one been available. Personnel identified as a PUI are undergoing a medical evaluation and **may not RTW** until cleared by their medical provider. The medical provider will make a determination whether the PUI is: a confirmed COVID-19 case based on testing, or a suspected positive for COVID based on clinical judgement, or considered to have another acute respiratory illness.

COVID-19 Case (or Suspected COVID-19 Case)

After being diagnosed as having COVID-19 or if suspected to have COVID-19 by a clinician, personnel may RTW using one of the following clearance criteria:

1. **Non-testing method (preferred method)**:
   - At least 72 hours have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
   - At least 7 days have passed since symptoms first appeared.
2. Using a FDA Emergency Use Authorization (EUA) approved test:
   - Resolution of fever, without use of fever-reducing medication (e.g. acetaminophen, etc.); **and**
   - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
   - Negative results from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens)

Other Acute Respiratory Illness (i.e. flu and influenza like illnesses):

Stay Home from Work

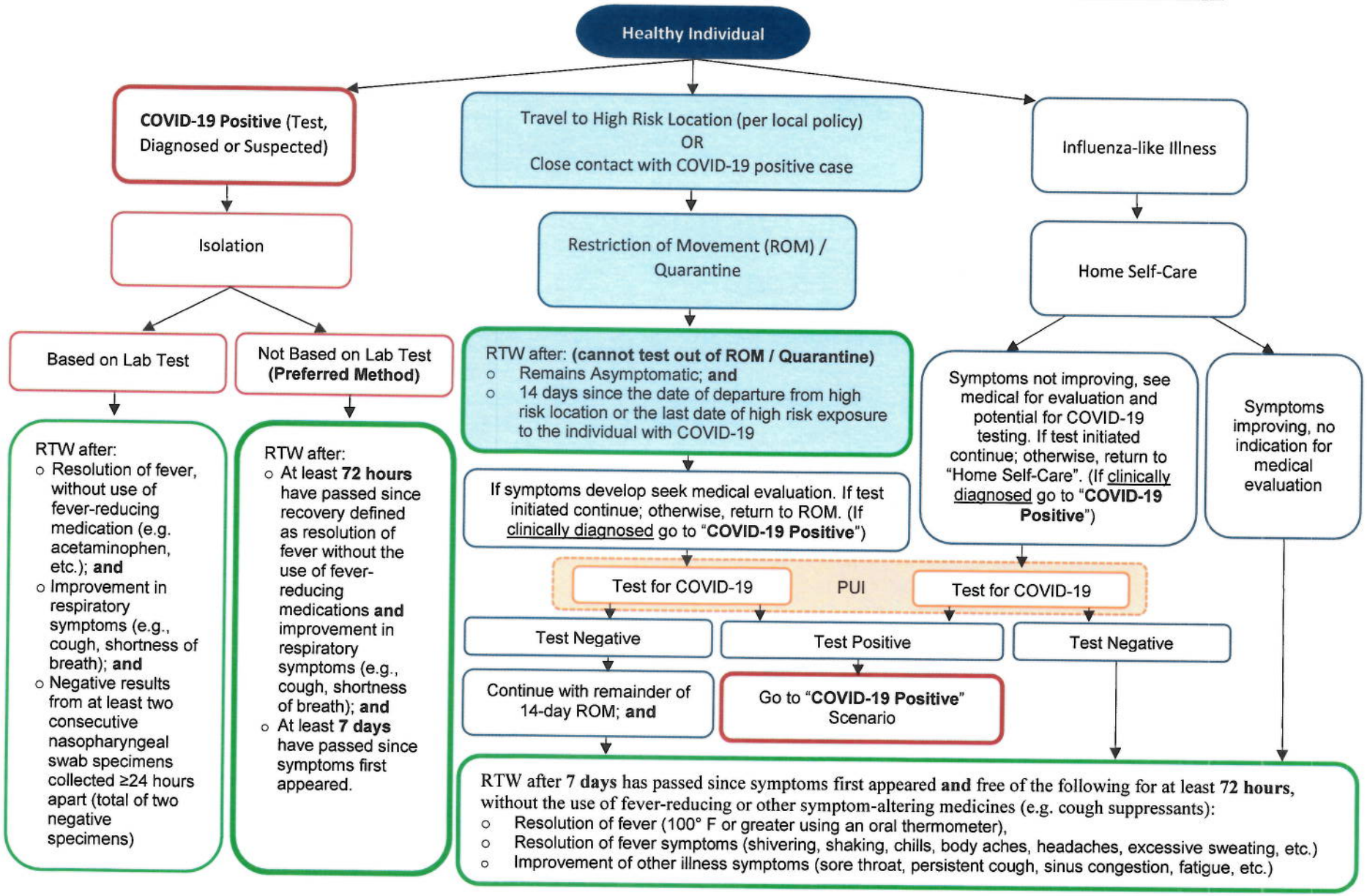
Personnel who have symptoms of acute respiratory illness are recommended to stay home and not report to work until **7 days** has passed since symptoms first appeared **and 72 hours** has pass since the following are met, without the use of fever-reducing or other symptom-altering medicines:

- Resolution of fever (100° F or greater using an oral thermometer)
- Resolution of signs of a fever (shivering, shaking, chills, body aches, headaches, excessive sweating, etc.)
- Improvement of other illness symptoms (sore throat, persistent cough, sinus congestion, fatigue, etc.)

Return to Work (RTW) Flowchart
Coronavirus Disease (COVID-19)

Revised 27 March 2020

Enclosure (2)



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SUBJ/NAVY GUIDANCE ON THE USE OF FACE COVERINGS//

REF/A/DOC/DOD/05APR20//
NARR/REF A IS DEPARTMENT OF DEFENSE GUIDANCE ON THE USE OF FACE COVERINGS

RMKS/1. NAVY IS COMMITTED TO TAKING EVERY PRECAUTION TO ENSURE THE HEALTH AND WELLBEING OF OUR PEOPLE AND THE NATION IN RESPONSE TO THE CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC. NAVY SUPPORTS, AND WILL CONTINUE TO IMPLEMENT, ALL MEASURES NECESSARY TO MITIGATE RISKS TO THE FORCE, TO OUR MISSION AND TO THE SPREAD OF THE DISEASE. THE CENTER FOR DISEASE CONTROL AND PREVENTION (CDC) RECOMMENDS WEARING CLOTH FACE COVERINGS IN PUBLIC SETTINGS WHERE OTHER SOCIAL DISTANCING MEASURES ARE DIFFICULT TO MAINTAIN, ESPECIALLY IN AREAS OF SIGNIFICANT COMMUNITY-BASED TRANSMISSION. NAVY UNIFORMED PERSONNEL, CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS, AND NAVY CONTRACTORS ARE STRONGLY ENCOURAGED TO FOLLOW ALL CDC GUIDELINES, INCLUDING THE USE OF CLOTH FACE COVERINGS.

2. EFFECTIVE IMMEDIATELY, IAW REF (A) TO THE EXTENT PRACTICAL, ALL INDIVIDUALS ON DOD PROPERTY, INSTALLATIONS, AND FACILITIES ARE REQUIRED TO WEAR CLOTH FACE COVERINGS WHEN THEY CANNOT MAINTAIN SIX FEET OF SOCIAL DISTANCE. THIS INCLUDES ALL:

2.A. MILITARY PERSONNEL

2.B. NAVY CIVILIAN EMPLOYEES

2.C. FAMILY MEMBERS

2.D. NAVY CONTRACTORS

2.F. ALL OTHER INDIVIDUALS ON DOD PROPERTY, INSTALLATIONS, AND FACILITIES.

3. EXCEPTIONS TO THIS REQUIREMENT MAY BE APPROVED BY LOCAL COMMANDERS. ALL PERSONNEL SHALL BE PREPARED TO LOWER FACE COVERING AS DIRECTED BY SECURITY FORCES TO VERIFY IDENTIFICATION.

4. THE NAVY WILL CONTINUE TO IMPLEMENT PROTECTIVE MEASURES TO MITIGATE THE SPREAD OF COVID-19 TO OUR TOTAL FORCE AND THEIR FAMILIES, AND THE AMERICAN PEOPLE. THE LATEST DOD POLICIES CAN BE FOUND AT:
HTTPS://WWW.DEFENSE.GOV/EXPLORE/SPOTLIGHT/CORONAVIRUS

5. EFFECTIVE IMMEDIATELY, ANY FACE COVERING THAT IS CONSERVATIVE IN APPEARANCE, NOT OFFENSIVE, AND CONFORMS TO THE BELOW CDC GUIDANCE IS ACCEPTABLE TO BE WORN IN UNIFORM. FACE COVERINGS WILL:

5.A. FIT SNUGLY BUT COMFORTABLY AGAINST THE SIDE OF THE FACE

5.B. BE FROM NOSE TO CHIN FULL FACE COVERINGS (LIKE SKI MASKS) ARE NOT AUTHORIZED

5.C. BE SECURED WITH TIES OR EAR LOOPS

5.D. PREFERABLY INCLUDE MULTIPLE LAYERS OF FABRIC IF MATERIAL IS CLOTH

5.E. ALLOW FOR BREATHING WITHOUT RESTRICTION

6. UNTIL OFFICIAL UNIFORM FACE COVERINGS ARE PRODUCED AND IMPLEMENTED, PERSONNEL ARE AUTHORIZED TO WEAR MEDICAL OR CONSTRUCTION TYPE MASKS, OR OTHER CLOTH COVERING SUCH AS BANDANAS, SCARFS, ETC. WHEN IN DOUBT, PRIORITY WILL BE COMPLIANCE WITH THE CDC GUIDANCE FOR FUNCTION OVER APPEARANCE OR PREFERRED DATE OF IMPLEMENTATION. NON -UNIFORMED PERSONNEL ARE ADVISED TO FOLLOW THE GUIDANCE AS OUTLINED IN THE SECTION ABOVE.
DIRECTIONS FOR HOW TO PRODUCE THESE MASKS CAN BE FOUND ON THE CDC WEBSITE: HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/PREVENT-GETTING-SICK/DIY-CLOTH-FACE-COVERINGS.HTML.

7. ONCE AVAILABLE, SAILORS WILL BE ABLE TO PROCURE AND WEAR OFFICIAL NAVY UNIFORM FACE COVERINGS.

8. RELEASED BY VADM P. G. SAWYER, DEPUTY CHIEF OF NAVAL OPERATIONS FOR OPERATIONS, PLANS AND STRATEGY, OPNAV N3/N5.//

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