



# Navy Region Southeast All Hands Message

Coronavirus (COVID-19)

Update: June 12, 2020

**COVID-19**

**June 12, 2020**

**HPCON C**

**STATUS UPDATE #14**

Team Southeast,

This week we continue to see forward movement towards opening up installations and facilities. While this is an extremely positive development, and means we can begin bringing some people back to work in their offices, it only works if we continue to observe proper precautions and do so in a staged manner that limits opportunities for exposure.

The guidelines to change Health Protection Condition (HPCON) levels were outlined by the Department of Defense two weeks ago in NAVADMIN 147/20. Successful implementation of Stage 1 is the first step in transitioning through the HPCON levels. To date, all Region Southeast installations have completed this stage. There are a few installations that have also met the DOD-gating criteria required by NAVADMIN 147/20. These installations have requested to transition to HPCON Bravo and those requests are currently with higher headquarters for review. Stay tuned to your local social media pages for updates.

As for the Navy Region Southeast staff, we will begin Stage 1 in our recovery on Monday, June 15. We will start our Workforce Reset with the following precautions in place:

- Thoroughly clean of all workspaces in accordance with CDC guidance. Implement plan for periodic cleaning of workspaces per CDC guidelines.
- Begin phased reset of identified personnel for limited periods and continue with maximum telework for all staff as able.
- No personnel identified as "Need Extra Precautions" or "others at risk" per CDC guidelines will return during this period.
- Continue social distancing guidelines and established office/workspace cleaning per CDC guidelines.
- Adjust staff and work conditions with maximum flexibility as necessary to move towards Step 2.
- Continue to identify and inform employees of future timelines for reset and need for alternate work arrangements per Office of Personnel Management guidance.

- Continue to restrict movement of new employee hires as required.

The cleaning of workspaces will be of paramount importance to ensure safety and prevent the opportunity for the spread of the disease. CNIC, through NAVFAC, provides for common custodial services in most Navy buildings to include the administrative areas, restrooms, locker rooms, but not the industrial areas, which are provided for through other sources.

With the forthcoming increase of personnel occupying the buildings again, it is incumbent upon commanding officers of the installations to balance the control measures utilized and the personal protection procedures required to provide a safe work environment. Commanders may either contract cleaning services or utilize command personnel to properly clean and sanitize spaces. Commanders are also authorized to provide cleaning supplies to enable employees to sanitize their own workspaces.

In response to COVID-19, through August Commander, Navy Installations Command will resource additional cleaning measures to include additional daily recurring disinfection of frequently touched common area surfaces (doorknobs, light switches, hand rails, etc...) with the use of an EPA approved disinfecting product. For areas that have had a COVID positive employee in the workspace, all commands will have access to a cleaning contract to respond and disinfect that location.

Other best practices that may be implemented include: signage to limit number of people occupying an elevator, floor markings to indicate physical distancing protocols, and chair removal from conference rooms to enhance social distancing. Everyone will go through a medical screening as you enter building 919 and face masks are required on the quarterdeck and any time social distancing cannot be maintained. .

The primary CDC measures continue to be a guide and we will work to facilitate following those guidelines in the work place. Please wash hands regularly with soap and water. Hand sanitizer will be provided in multiple locations as well. Refrain from shaking hands as a form of greeting. Please do not utilize other employees' work areas. Consider using remote forms of meetings rather than physical gatherings where possible, and keep face coverings available for when physical distancing cannot be maintained.

These next few weeks will be trying as we get used to the new measures, but it will be good to have the social aspect of work back – even with limitations. In many ways, it will be a very different work environment, but rest assured that these measures are being taken with your health and well-being in mind. We also encourage everyone to take a good, hard, look around and see if there are ways in which our measures could be improved. If you see any, suggest them to your supervisor. It will be nice to have everyone back in their respective commands and that is what we are working toward. In the meantime, Be Smart! Be Well! And as always Be Safe!