



01 Dec 2020

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**Subj: PROCEDURES FOR NPS PROVIDES PRE- AND POST-TRAVEL GUIDANCE FOR SERVICE MEMBERS, DEPARTMENT OF DEFENSE (DOD) FAMILY MEMBERS, DOD CIVILIAN EMPLOYEES, AND DOD CONTRACTOR PERSONNEL TRAVELING FOR PURPOSES OTHER THAN DEPLOYMENT. – NAVAL POSTGRADUATE SCHOOL (NPS) COVID-19 RESPONSE**

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**Purpose:** To safeguard NPS population's health and safety by separating personnel which may pose a risk of introducing COVID-19 to Naval Postgraduate School (NPS) upon travel.

**References:**

- a) Memorandum for Assistant Secretaries of The Navy Chief of Naval Operations Commandant of The Marine Corps: Department of the Navy Guidance for Personnel Traveling During the Novel Coronavirus Disease 2019 Pandemic dated Aug 10, 2020
- b) Department of Defense (DoD) Memorandum, "[Force Health Protection Guidance \(Supplement 12\) - Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Disease 2019 Pandemic](#)," dated August 6, 2020
- c) Secretary of Defense Memorandum, "[Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions](#)," May 22, 2020
- d) Secretary of Defense Memorandum, "[Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions](#)," June 29, 2020
- e) Secretary of Defense Memorandum, "[Transition to Conditions-based Phased Approach to COVID-19 Personnel Movement and Travel Restrictions](#)," May 22, 2020 (hereby modified)
- f) [Department of Defense Joint Travel Regulations, current edition](#)
- g) [NAVADIM 236-20 UPDATED PROCEDURES FOR FOREIGN VISIT REQUESTS TO U.S. NAVY COMMANDS DURING COVID-19 PANDEMIC](#)
- h) [NAVADMIN 217/20 US NAVY COVID-19 STANDARDIZED OPERATIONAL GUIDANCE VERSION 2.1](#)
- i) [MSGID/ORDER/COMUSFLTFORCOM/20-032.004/OCT// SUBJ/CUSFFC/NAVNORTH EXECUTE ORDER \(EXORD\) IN RESPONSE TO CORONAVIRUS DISEASE 2019 \(COVID-19\)//](#)

**Background:** Reference a) requires the implementation of the requirements found in reference b). Ref b) provides pre- and post-travel guidance for Service members, Department of Defense (DoD) family members, DoD civilian employees, and DoD contractor personnel traveling for purposes other than deployment. Conditions to resume unrestricted travel are included in reference (c). Exemptions of authorized leave for Service members are included in reference (d).

**Conditions for Unrestricted Travel:** In accordance with reference (c), Conditions to resume unrestricted travel rest 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 criteria based on conditions in and surrounding DoD installations, facilities, and locations.  
<https://www.defense.gov/Explore/Spotlight/Coronavirus/> "TRAVEL RESTRICTIONS

INSTALLATIONS STATUS UPDATE” will be used along with the below to determine if conditions have been met.

- Removal of shelter-in-place orders or other travel restrictions,
  - Monterey **Health Officer Shelter In Place Order** will be reviewed to gain this information.
- 14-day downward trajectory of flu-like and COVID-19-like symptoms.
  - Monterey-**COVID-19 Morbidity Information**
- 14-day downward trajectory of new COVID-19 cases or positive tests.
  - Monterey- **Monitoring Metrics**

The NPS OSHE Director will be responsible for providing the above information to Biweekly NPS leadership to make determinations.

**Actions:** in accordance with ref (b)

Implementation- in general at NPS will be via NPS Travel Site for funded TDY travel and NPS staff permissive TDY. NPS Student permissive TDY will be via the current student web page. Leave will be in accordance with service leave submissions procedures. All travelers, whether for leave or TDY, must complete the risk assessment questions either through the NPS travel site (TDY) or the NPS student website (PTDY and leave) 5 days prior to departure.

- Official Travel: As defined in reference (f).
  - **Inbound Travel:**
    - From a Foreign Country to NPS:
      - Service Members and DoD Civilians:
        - Conduct a pre-travel screening prior to departure. Those who are symptomatic will delay travel and consult a healthcare provider.
        - Conduct a risk-based screening, encl (1) upon arrival in the United States.
      - If the traveling from, or has traveled through, a country designated as CDC THN Level-3, Service members will:
        - Undergo a 14-day ROM, Enclosure (2) upon arrival at their residence or other appropriate location (or less than 14 days if directed by the relevant Secretary of the MILDEP, GCC, or DoD Component Head) in accordance with the requirements in ref (b).
        - Self-monitor Enclosure (3) for 14 days for the development of fever or symptoms of COVID-19 as described above.
      - If traveling from a country designated as CDC THN
        - Level-2 or Level-I, and has not otherwise entered a CDC THN Level-3 country, Service members will:
          - Self-monitor for 14 days, upon arrival, as described above.
          - Notify chain of command or supervisor if they develop a fever or symptoms consistent with COVID-19.
    - From within the United States to NPS:

- If conditions for unrestricted travel are met, as indicated above, in accordance with reference (c) Service Members and DoD Civilians: Conduct risk assessment.
  - If conditions indicated in reference (c) are NOT met:
    - Request waiver at <https://nps.edu/web/travel/covid-waiver>
    - Under PCS orders, waivers are not required for Navy students inbound to NPS per NAVADMIN 189/20 para 2.B.7. travel to/from professional education.
- **Outbound Travel:**
- To a Foreign Country
    - Service Members and DoD Civilians:
      - Will conduct a pre-travel 14-day ROM, unless required at the destination, per Geographic Combatant Commander (GCC).
      - Individuals will contact their PCS or TDY location to verify destination ROM requirements.
      - Only one ROM is required, either before travel or after arrival
      - If ROM is required prior to travel, conduct in accordance with enclosure (2) and document with your chain of command.
      - For military aircraft travel, APOE screening is mandatory
    - DoD Family Members
      - Prior to family members engaging in official travel, Service members must attest that, to the best of their knowledge, their family members have followed the same requirements as those set forth for Service members in this guidance in order to prevent the transmission of COVID-19. Failure to do so may result in delay or cancellation of previously authorized travel. This attestation requirement will be incorporated into travel orders issued to Service members.
    - DoD Contractor Personnel
      - DoD contracting officers will ensure that all contracts that include performance outside the United States require DoD contractor personnel to comply with the country entry requirements of the respective GCC (which may include screening, ROM, and testing), as reflected in the Electronic Foreign Clearance Guide, and all applicable HN procedures. The GCC may waive such additional requirements, consistent with existing authorities.
  - Within the United States
    - If conditions for unrestricted travel are met, as indicated above, in accordance with reference (c) Service Members and DoD Civilians: Conduct risk assessment.
    - If conditions indicated in reference (c) are NOT met:
      - Request waiver at <https://nps.edu/web/travel/covid-waiver>

- Under PCS orders, waivers are not required for Navy students departing NPS per NAVADMIN 189/20 para 2.B.7. travel to/from professional education.
- **Unofficial travel:**
  - Exemptions of authorized leave for Service members: Leave travel for DoD Service members is exempt from the coronavirus disease 2019 (COVID-19) travel restrictions in reference (e). Reference (d) requires the performance of a risk assessment of the health status and travel itinerary for Service members requesting leave outside of the local area.
    - At NPS, the local area is defined as that area bordered by the counties of Monterey, Santa Cruz, Santa Clara and San Benito.
    - Contact your Chain of Command for any changes in guidance.
    - Provide risk assessment (follow link) to your Chain of Command
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  - DoD Civilians are strongly recommended to follow the Force Health Protection guidance provided.
- **Foreign Visitors to NPS**
  - In accordance with reference (g), all foreign personnel traveling from outside the U.S. to visit NPS will be required to complete a 14-day restriction of movement (ROM) period upon arrival in the U.S.
  - Foreign personnel already at NPS will be required to complete a 14-day rom period prior to visiting a U.S. Navy command outside a 50-mile radius of this location.
    - If NPS Monterey is categorized as **red** in either factor 1 or 2 as per mynavy portal travel tracker (<https://www.mnp.navy.mil/group/don-covid-19-travel-tracker>)
  - Within two days of any foreign visit, the receiving NPS organization, will make contact with the foreign visitor or embassy representative to confirm the visitor is not symptomatic as per reference (h) if symptomatic or confirmed covid-19 positive, the visit must be canceled or postponed.
  - Waiver information for Foreign Visitor Requests can be found in detail within reference (g) para 3 and 4. Waiver requests are to be routed via the receiving NPS organization's chain of command to the NPS President for endorsement.

## Required Risk assessments:

- For Service members, a risk assessment is required before **all travel**.
- For DoD civilian employees, a risk assessment is required before official travel. Highly encouraged for unofficial travel.

Conduct this risk assessment risk assessment prior to request, (deliberate risk assessment). The below risk assessment questions of the health status of the traveler will be conducted 5 days prior to travel:

- Whether the individual has exhibited any signs or symptoms of COVID-19;
- Whether the individual has had recent contact with anyone having or known to have exhibited signs or symptoms of COVID-19 or tested positive for COVID-19; and
- Whether the individual is familiar with how to self-monitor and what actions to take if he or she develops COVID-19 symptoms or contracts COVID-19.

Travel Worksheet IAW MSGID/ORDER/COMUSFLTFORCOM/20-032.004/OCT//  
SUBJ/CUSFFC/NAVNORTH EXECUTE ORDER (EXORD) IN RESPONSE TO  
CORONAVIRUS DISEASE 2019 (COVID-19)//

## For Outbound personnel:

### **On Official Travel:**

- Personnel will go to this link, <https://nps.edu/web/travel/covid-risk-assessment>
- Depending on an individual's response, the traveler will either receive an email that they may proceed with **authorized** travel or that their response has risk factors that would preclude them from executing travel. If they exhibit risk factors that would preclude travel, the email will include OSH Safety Director and Travel Officer on the CC line.
- Unrestricted travel is allowed between installations that have met the criteria of the May 22, 2020 Secretary of Defense Memorandum on the conditions based, phased approach to personnel movement. Service members should consult the COVID-19 Travel Restrictions Installation Status Update, available at: <https://www.defense.gov/explore/spotlight/coronavirus/>, prior to travel

### **On Unofficial Travel:**

- **Service members taking leave** outside the local area: At NPS, the local area is defined as that area bordered by the counties of Monterey, Santa Cruz, Santa Clara and San Benito.
- Will answer the above questions and include the answers in the comments section of the leave request submitted to their chain of command if requesting leave within 5 days of departure. If requesting leave more than 5 days in advance, submit risk assessment online 5 days prior to travel via the risk assessment tool on the NPS student website. Also include risk level at destination and here at NPS in the leave submission.

- <https://www.defense.gov/Explore/Spotlight/Coronavirus/> “TRAVEL RESTRICTIONS INSTALLATIONS STATUS UPDATE”
- Determine if the disease is spreading where they are traveling to <https://www.cdc.gov/covid-data-tracker/index.html#cases>
- Navy Risk tool (further assistance): **NMCPHC COVID Risk Mapping Toolset**

**For Inbound Personnel:** Personnel will answer the above questions and submit them to their chain of command prior to arrival.

## Steps to be Taken During ROM

During any required or recommended ROM period individuals will:

- Restrict movement to their residence or other appropriate domicile.
- To the extent practicable, limit close contact (i.e., within 6 feet) with others (including family members or roommates);
- Consider your ROM location as their official duty location;
- Self-monitor for fever (2: 100.4 °F) by taking your temperature twice a day; cough; difficulty breathing; or other COVID-19 symptoms as described by the CDC at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
  - If you develop symptoms of COVID-19 during the self-monitoring period, self-isolate, limit contact with others, and seek advice by telephone or other authorized communication modalities from the appropriate healthcare provider to determine whether medical evaluation is needed.
- Notify your chain of command or supervisor if you or your family members who are authorized Government travel develop a fever or other symptoms consistent with COVID-19; and
- If ROM is conducted prior to travel, travel to and from an Aerial Point of Debarkation/Embarkation (APOD/ APOE) following ROM completion will be conducted in a manner that minimizes the risk of personnel being exposed to or contracting the virus that causes COVID-19 during travel.



3		<b>AM:</b> <b>PM:</b>	<input type="checkbox"/> No symptoms <input type="checkbox"/> Felt feverish <input type="checkbox"/> Cough <input type="checkbox"/> Dry <input type="checkbox"/> Productive <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Headache	<input type="checkbox"/> Muscle Aches <input type="checkbox"/> Vomiting <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Diarrhea: times/day <input type="checkbox"/> Other:
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10		<b>AM:</b> <b>PM:</b>	<input type="checkbox"/> No symptoms <input type="checkbox"/> Felt feverish <input type="checkbox"/> Cough <input type="checkbox"/> Dry <input type="checkbox"/> Productive <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Headache	<input type="checkbox"/> Muscle Aches <input type="checkbox"/> Vomiting <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Diarrhea: _____ times/day <input type="checkbox"/> Other: _____ _____
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11		AM: PM:	<input type="checkbox"/> No symptoms <input type="checkbox"/> Felt feverish <input type="checkbox"/> Cough <input type="checkbox"/> Dry <input type="checkbox"/> Productive <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Headache	<input type="checkbox"/> Muscle Aches <input type="checkbox"/> Vomiting <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Diarrhea: _____ times/day <input type="checkbox"/> Other: _____ _____
12		AM: PM:	<input type="checkbox"/> No symptoms <input type="checkbox"/> Felt feverish <input type="checkbox"/> Cough <input type="checkbox"/> Dry <input type="checkbox"/> Productive <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Headache	<input type="checkbox"/> Muscle Aches <input type="checkbox"/> Vomiting <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Diarrhea: _____ times/day <input type="checkbox"/> Other: _____ _____
13		AM: PM:	<input type="checkbox"/> No symptoms <input type="checkbox"/> Felt feverish <input type="checkbox"/> Cough <input type="checkbox"/> Dry <input type="checkbox"/> Productive <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Headache	<input type="checkbox"/> Muscle Aches <input type="checkbox"/> Vomiting <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Diarrhea: _____ times/day <input type="checkbox"/> Other: _____ _____
14		AM: PM:	<input type="checkbox"/> No symptoms <input type="checkbox"/> Felt feverish <input type="checkbox"/> Cough <input type="checkbox"/> Dry <input type="checkbox"/> Productive <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Headache	<input type="checkbox"/> Muscle Aches <input type="checkbox"/> Vomiting <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Diarrhea: _____ times/day <input type="checkbox"/> Other: _____ _____

**For questions, please call Presidio of Monterey Department of Public Health  
831-242-4826/6344 or 831-234-9510**