



23 Feb 2021

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**Subj: COMMON/SHARED SPACE REOPENING PROCEDURES – NAVAL
POSTGRADUATE SCHOOL COVID-19 RESPONSE**

Purpose: To accomplish the mission via establishment and promulgation of local policy procedures to be followed in the Spring Quarter 2021 at the Naval Postgraduate School (NPS), during COVID-19 Pandemic, for classes, conference rooms, study spaces.

Authority: Personnel shall abide by these procedures, these are enforceable via SECNAVINST 12752.1A Encl (3) or UCMJ art 92 under disobedience to constituted authorities or disobeying a direct order, respectively. Personnel not following procedures will be considered to be endangering the safety of self or others.

Responsibility: **PERSONAL RESPONSIBILITY is paramount and expected.**

Perspective: **IS WHAT I AM DOING WORTH THE LIFE, THE HEALTH OF MY SHIPMATE OR THEIR FAMILY?**

- **Face Coverings** (non-fit tested masks):
Ref Docs; USE OF MASKS AND OTHER PUBLIC HEALTH MEASURES 4 Feb 2021, NAVADMIN 100/20, NAVADMIN 298/20
- Locations where masks must be worn include any common areas or shared workspaces (including open floorplan office spaces, cubicle embankments, and conference rooms) and in outdoor shared spaces, per USE OF MASKS AND OTHER PUBLIC HEALTH MEASURES 4 Feb 2021,
 - Types with an exhaust valve and neck gaiter style face coverings are prohibited at NPS.
 - They will always be worn while indoors, unless alone in private space with floor-to-ceiling walls with a closed door.
 - Any common areas or shared workspaces (including open floorplan office spaces, cubicle embankments, and conference rooms)
 - They will be worn outside in outdoor shared spaces.
 - For example, if in a group where 6ft distancing cannot be maintained or when walking by personnel.
 - Masks should always be at the ready while on NPS.
 - Face coverings will fit snugly but comfortably against the side of the face and be from nose to chin.
 - Full face coverings (like ski masks) are not authorized
 - Be secured with ties or ear loops
- **Cleaning Materials:**
 - The owning department will be responsible for ordering, use and disposal of cleaning materials.
 - Soap and water, as well as common alcohol and chlorine-based cleaners, hand sanitizers, and disinfectants are effective at inactivating SARS-CoV-2 on hands and surfaces.

- **Note: Environmental contamination is not the principal mode of SARS-CoV-2 transmission in humans.** There is still limited evidence to support transmission of SARS-CoV-2 through fomites despite positive identification of the viral RNA near people who are infected.
<https://media.nature.com/original/magazine-assets/d41586-021-00251-4/d41586-021-00251-4.pdf>

- **Bathrooms:**
 - For classes, the usage of bathrooms will be maintained at no more than one person.
- **Do not come in if:**
 - You are sick.
 - If someone in your household is sick.
 - If you have been in close contact with someone who is sick. (close contact: <6ft, >15min total in 24hours).
 - Ask yourself:
 - **“Have I felt like I had a fever in the past day?”**
 - **“Do I have a new or worsening cough today?”**
 - **“Do I have any of these other symptoms?”**
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **If Positive or answered “yes” to the above:** **Notify your supervisor immediately.**
- **Supervisor:** If individual identifies as being sick with flu-like symptoms or has been in close contact with a positive case, notify your chain of command and follow procedures below.
- **At the Gate:**
 - You will be expected to have a mask on.
 - Answer questions by Security Guard.

Procedures:

- **Approval from Provost/COS is required:** in accordance with [NPS pandemic COOP plan](#) this authority shall not be further delegated
 - Any common areas, classrooms or shared workspaces (including open floorplan office spaces, cubicle embankments, and conference rooms)
- Each School, Department, or Directorate shall determine which common/shared spaces will be made available for use during spring quarter, and provide to the COVID coordinator, michael.kolb@nps.edu .

- Not Applicable: Personal spaces (with floor-to-ceiling walls with a closed door), for study or individual's office.

***Note:** Use of Break rooms and lounges are not permitted for congregation (go in and go out). Dean/Director approval of space for "rapid" use is not required.*

- **Space usage requirements:**

- Each space must have an assigned point of contact (POC) who is responsible for the following.

- Routing the request: Program Officer, Professor, or Staff member (*not the student*)


- Prior to routing:


- Notify school leadership (Chair/Dean) for planning deconfliction
- Establish procedures for usage of space. Contact OSH Director, Mr. Tony Colón or LTjg Edie.

- Example procedure elements:

- POC
- Location
- Evolution (class, lab, study space, ect)
- Number/Names of personnel
- Location of personnel within the location or expected flow if a lab.
- What controls to be implemented:
 - How to Control the Source; example: Utilize face coverings all times when indoors and outdoors when around other people. Disallow personnel who are showing symptoms to come in.
 - Control the environment: example: Ensure -- ventilation requirements met, (OSH Director). Clean high touch surfaces and Wash hands.
 - How to Control the receivers; example: have susceptible/vulnerable populations self-identify and not come in, stay home, talk to you PCM for individual risk and/or establish specific controls for individual via the OSH Director and HR.
- Provide the procedure elements to Scheduling office.
- Scheduling Office will route to COS/Provost for approval weekly.
- Scheduling Office will transmit all the scheduled spaces to school leadership (Deans and Chairs) once approved.

- **Scheduling**: <https://nps.edu/web/scheduling/covid-19-procedures>

- For spaces that have been already evaluated for COVID Capacity  Number of People _ space .xlsx

- Program Officer, Professor, Staff member, or approved student request can submit requests directly through the User portal. (*VPN connection needed*)
 - SCIF/STBL spaces must be requested directly with Justin Bales or Marcus Andersen,
 - If you do not see a room on the portal (*VPN connection needed*) that you manage but need to book, please email Jennifer Barnhill to get set up.
 - The locations we have already conducted COVID capacities for are here,  Number of People _ space .xlsx Contact OSH Director, Mr. Tony Colón if a space needs to be evaluated.
- Once Approved and Scheduled:
 - Screen personnel prior **Enclosure (1)**.
 - Fill out and post a common/shared space information sheet, **Enclosure (2)** at the entry point to the space.
 - Ensure the space is properly cleaned.
 - Replenish cleaning supplies as needed.
 - Control access and schedule usage of the space unless it is centrally scheduled by NPS Academic Administration.

If someone becomes COVID-19 positive, or has been diagnosed by a medical professional as likely COVID-19 positive (absent a test):

- **Individual:**
 - Notify Person in charge of evolution/space
 - **If Active Duty (AD) or AD Spouse:** As well, Call the Presidio of Monterey Department of Public Health at **831-242-4826** or **831-234-9510**.
- **Person In charge of evolution/space:**
 - Contact Approval Chain of command Chair/Staff member Dean/Director Provost/COS, as well:
 - send e-mail (christopher.r.miller@nps.edu and ajcolon@nps.edu) with information (sans names) of personnel sick.

REMEMBER:

If you are sick with shortness of breath, cough, Fever/chills or other flu-like symptoms:

Do not go to ER*.

- First step is to rule out other Acute Respiratory illness (like the flu) .
- **For Servicemembers**, below is the following protocol for testing:
 - 1) Walk-in testing is available for symptomatic patients only at POM daily from 0630-0800.
 - 2) All asymptomatic testing must be coordinated ahead of time via MAJ Patton.

- See the following link for more information: <https://www.chomp.org/coronavirus/>

- **For Veterans:** go to <https://www.publichealth.va.gov/n-coronavirus/> also Veterans can sign into My HealtheVet (<https://www.myhealth.va.gov/mhv-portal-web/web/myhealthvet/secure-messaging-spotlight>) to send a secure message to VA or use **telehealth options** (<https://telehealth.va.gov/type/home>) to explain their condition and receive a prompt diagnosis. Or **1-800-455-0057 (select #4)**
- **For Tricare Beneficiary:**
 - Call the Military Health System **Nurse Advice Line** (MHS NAL) at **1-800-874-2273, Option 1** or
 - Web or video **chat with a nurse:** <https://www.mhsnurseadviceline.com/home>
 - VA/DOD GOURLEY CLINIC contact 866-957-2256
- **For Others:** Contact you Primary Care provider, or **E-Consult;** CHOMP, Montage Medical Group **831-622-8001** Montage Health free coronavirus E-Visit (virtual) available 24 hrs online <https://www.montagehealth.org/montage-health/services/evisit>



Space/Room
number: _____

Owning
Department/POC: _____

Question 1:

Do you or someone you live with, have fever and a cough and/or sore throat, shortness of breath.

Question 2:

*Have had close contact with a person known to have COVID-19.

Question 3:

Have you reviewed the Health and safety procedures?

***Question 2:** Close Contact is defined by the CDC as within 6 feet of an infected person for at least 15 minutes within an aggregate 24 hr period starting from 48 hours before illness onset until the time the patient is isolated. However **Any duration of exposure should be considered prolonged if the exposure occurred during performance an aerosol-generating procedure or event (singing, coughing, sneezing etc.).**

NPS Common/Shared Space Information Sheet

Space Name/Number: _____

Space POC/Room/Phone: _____

Maximum Occupancy: _____

The space POC is responsible for

1. Ensuring that this space is cleaned at the start and end of each workday
2. Replenishment of cleaning supplies
3. Space scheduling

NPS Common/Shared Space Procedures:

Brief:

- Screening.** If you (or the person you live with) feel unwell or are experiencing a fever, cough, or shortness of breath, **DO NOT ENTER**, leave the building, and contact your health care provider.
- Maintain social distancing** (6 feet) from others and wash hands.
- Masks:** Types with an exhaust valve and neck gaiter style face coverings are prohibited at NPS. **They will always be worn while indoors**, unless alone in private space with floor-to-ceiling walls with a closed door. They will be worn outside in outdoor shared spaces.
 - Face coverings will fit snugly but comfortably against the side of the face and be from nose to chin. Full face coverings (like ski masks) are not authorized. Be secured with ties or ear loops.
- Clean** all equipment and surfaces used during the session, especially high contact surfaces using water and soap or detergent to reduce soil and remove germs. If sensitive of equipment (electronics) then Disinfect: consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.

Important Numbers:

Emergencies: (831) 656-2555 (CNRSW Regional Dispatch Center) or Dial 911 (cell).

N3 Operations: Security Officer (831) 656- 2236

Safety: 831-656-7758

HAZMAT: 831-656-7661

Emergency Operations Center: 831-656-2822

Facilities Trouble Desk: 831-656-2526

NPS Command Duty Officer (CDO): 831-901-6649, **CALMED Public Health:** 831-242-4826 or 831-234-9510