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

Purpose: To promulgate local procedures regarding use of common and shared spaces for Winter Quarter 2020 at the Naval Postgraduate School (NPS).

Authority: Personnel shall abide by these procedures, which 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 others.

Responsibility: All individuals assume personal responsibility for their actions while conducting official business in NPS spaces.

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

- **Face Coverings** (non-fit tested masks):
  Ref Docs: NAVADMIN 100/20 and NAVADMIN 298/20
  - Coverings with an exhaust valve and neck gaiter style face coverings are prohibited at NPS.
  - Coverings will always be worn while indoors, unless alone in a private space.
  - Coverings will be worn outside when 6 ft of physical distancing cannot be maintained or when walking by others. Coverings should always be available.
  - Coverings will fit snugly but comfortably against the face and fit over the nose and the chin.
  - Full face coverings (like ski masks) are not authorized.
  - Coverings must be secured with ties or ear loops.

- **Cleaning Materials**: The department which owns the space to be utilized is responsible for the ordering, utilization and disposal of cleaning materials.

- **Restrooms**: Restrooms will be restricted to one user at a time. Faculty should incorporate this policy into break planning.

- **Do not come in if**: You are sick. Someone in your household is sick. You have been in close contact with someone who is sick (Close contact: <6 ft, >15 min total in a 24 hour period). 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 chain of command and follow procedures below.

• At the Gate:
  - Wear a face covering.
  - Answer health questions posed by the Security Guard.

Procedures:

• Use of personal offices and spaces is at the discretion of the Dean or Director.

• Each School, Department, or Directorate shall determine which common/shared spaces will be made available for use during winter quarter and provide this data to central scheduling and the COVID coordinator.

Note: Use of break rooms and lounges are not permitted for large gatherings.

• Each space must have an assigned point of contact (POC) who maintains overall responsibility for the scheduling, cleaning and utilization of the space.

• Initiator: Program Officer, Faculty, 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

  - Example procedure elements:
    - POC
    - Location
    - Evolution (class, lab, study space, etc.)
    - Number/Names of personnel
    - Location of personnel within the location or expected flow if a lab.
• Controls to be implemented:
  o Control the source: i.e., Utilize face coverings all times when indoors and outdoors when around other people. Disallow entry to personnel who are symptomatic.
  o Control the environment: i.e., Ensure ventilation requirements are met. Clean high touch surfaces and wash hands.
  o Control the receivers; i.e., Ensure susceptible/vulnerable populations self-identify and remain home.
  o Provide the procedure elements to Scheduling office.
  o Scheduling Office will route to COS/Provost for approvals weekly
  o Scheduling Office will transmit all the scheduled spaces to school leadership (Deans and Chairs) once approved for SA.

• Scheduling:
  
  **Room Request Approval Workflow (click link to review)**
  
  o For spaces that have already been evaluated for COVID Capacity [2] Number of People _ space .xlsx
    • Program Officer, Faculty, or Staff member request can submit requests directly through the [COVID Event Scheduling](VPN connection needed) and see [event scheduling procedures](VPN connection needed)
  o SCIF/STBL spaces must be requested directly with Justin Bales or Marcus Andersen.
  o If you do not see a room on the portal (VPN connection needed) that you manage but need to schedule, please email Jennifer Barnhill to get set up.
  o The locations we have already conducted COVID capacities for are here, [Number of People _ space .xlsx](VPN connection needed). Contact OSH Director, Mr. Tony Colón if a space needs to be evaluated.

• Once Approved and Scheduled:
  o Post a contact tracing log, Enclosure (1) at the entry point to the space.
  o Ensure the space is properly cleaned.
  o Replenish cleaning supplies as needed.
  o Control access and schedule usage of the space unless it is centrally scheduled by NPS Academic Administration.
  o Fill out and post a common/shared space information sheet, Enclosure (2) at the entry point to the space.
  o Keep all logs for 2 weeks then dispose.

• Conference Scheduling:
  o For NPS Staff and Faculty please got to the following link and ensure you login in: [https://eventscheduling.nps.edu/portal/index.php?p=Index](VPN connection needed)
  o Those without an NPS email account will need to email NPSconf@nps.edu in order to request/reserve date
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: Call the Presidio of Monterey Department of Public Health at **831-242-4826** or **831-234-9510**.
    - DOD Civilian personnel or Civilian Spouse: Notify your supervisor of results or of close contact.
  - DOD Civilian personnel or Civilian Spouse: Notify your supervisor of results or of close contact.

- **Space POC:**
  - Contact Approval Chain of command: Chair/Staff member, Dean/Director, Provost/COS.
  - Send an e-mail to christopher.r.miller@nps.edu and ajcolon@nps.edu requesting follow-up communication for reporting and contact tracing.

**REMEMBER:**

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

- 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, contact ajcolon@nps.edu for assistance.

**CALMED Public Health:** 831-242-4826 or 831-234-9510

- See the following link for more information:  [https://www.chomp.org/coronavirus/](https://www.chomp.org/coronavirus/)

For **Veterans**: go to [https://www.publichealth.va.gov/n-coronavirus/](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](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](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](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://evisit.montagehealth.org/](https://evisit.montagehealth.org/)
- [https://www.chomp.org/coronavirus/if-you-have-symptoms/#.X8cHPGhKjIU](https://www.chomp.org/coronavirus/if-you-have-symptoms/#.X8cHPGhKjIU)
- **Free testing sites in Monterey County**
- There are **options for free testing** in Monterey County and you do not need to have symptoms.
- Planned Parenthood offers free testing at Monterey Peninsula College. Up-to-date testing days and times
- Monterey County residents can also get free tests in Salinas, Greenfield, Watsonville, and Hollister. Appointments: (888) 634-1123 or https://lhi.care/covidtesting

See the following link for more information: [https://www.chomp.org/coronavirus/](https://www.chomp.org/coronavirus/)
Space/Room number: ___________________________  Owning Department/POC: ___________________________

**Question 1:** 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. See Definition below

**Question 3:** **Social distancing Mask usage briefed/maintained. See Notes below

**Question 4:** ***Cleaning done; See Notes below

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**Question 2:** Close Contact is defined by the CDC as within 6 feet of an infected person for at least 15 minutes within a 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.).

**Question 3:** Social Distancing: Maintain at least six-foot (1 Fathom) social distancing from individuals, to the extent practical, 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. They will be worn outside 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, in accordance with NAVADMIN 266/20

**Question 4:** Cleaning 

**STEP 1:** Cleaning: Always clean surfaces prior to use of disinfectants to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. **STEP 2:** If cleaning cannot be done due to sensitivity of equipment (electronics) then Disinfect: consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids. Diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective. Follow manufacturer’s instructions for application and proper ventilation. **STEP 3:** Disposal: Place all used gloves (if used) and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves.

Enclosure (1)
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 and disinfected at the start and end of each workday
2. Replenishment of cleaning supplies
3. Space scheduling

NPS Common/Shared Space Procedures:

1. If you feel unwell or are experiencing a fever, cough, or shortness of breath, DO NOT ENTER, leave the building, and contact your health care provider
2. Sign in using the contact tracing log
3. Maintain social distancing (6 feet) from others and wash hands
4. Face coverings shall be worn at all times when not alone, how susceptible are the vulnerable is unknown, protect those around you.
5. Clean and disinfect all equipment and surfaces used during the session, especially high contact surfaces (light switches, doorknobs, keyboards, etc.)
6. Sign out using the contact tracing log

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