

01 Dec 20

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**Subj: NAVY COVID-19 REPORTING REQUIREMENTS – NAVAL  
POSTGRADUATE SCHOOL COVID-19 RESPONSE**

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**Purpose:** Mandatory reporting of ROM, PUI, and Positive COVID-19 cases. Current Directives (USFF PHASE III FRAGORD 20-021.012 IN RESPONSE TO CORONAVIRUS DISEASE 2019 and NAVADMIN 115/20 UPDATE TO NAVY COVID-19 REPORTING REQUIREMENTS) requiring NPS to submit daily COVID-19 reporting via spreadsheets for all DEPARTMENT OF NAVY MILITARY, CIVILIAN, DEPENDENT, AND CONTRACTOR PERSONNEL

**Applicability:**

Reporting must be done for Isolation and Quarantine of Active Duty and DOD Civilian Personnel and their spouses, as well as contactors.

**Actions:**

Reporting should be submitted via email to the appropriate NPS COVID-19 initial notification action team members (see below) depending on the type of report that is being made.

**NPS COVID-19 INITIAL NOTIFICATION ACTION TEAM MEMBERS: (follow NPS COVID Positive case procedures)**

**IMPORTANT:** Do not include names, PII, or HIPAA information. This information can be sent to those with need-to-know authority upon request.

- COS, CAPT Philip Old: philip.old@nps.edu
- DOS, CAPT Markus Gudmundsson: markus.gudmundsson@nps.edu
- Provost, Dr. Robert Dell: Dell@nps.edu
- AO, LTJG Christopher Miller: christopher.r.miller@nps.edu
- NPS OSH Director, Mr. Tony Colon: ajcolon@nps.edu
- Facility Manager, Mr. Ryan Stewart: ryan.stewart1@nps.edu
- HR Director, Ms. Jennifer Amorin: jlamorin@nps.edu
- COO, Ms. Kirsten Webb: kirsten.webb@nps.edu
- STRAT COMS/PAO, Mr. David Nystrom: dave.nystrom@nps.edu
- NSAM CO, CAPT Richard Wiley: rawiley@nps.edu
- NSAM OPSO, LCDR Eric Mobley: eric.mobley@nps.edu
- NSAM PHEO, Mr. Dwayne Williford: dwayne.williford@nps.edu
- CALMED COVID Response, Maj Jodi Brown: jodi.l.brown1.mil@mail.mil
- SWO, CPO Brian Carpenter: brian.carpenter@nps.edu

Reporting to action team members should be submitted by a Department Head, Directorate, or Military Associate Dean concerning personnel in ROM, PUI, or having tested positive for COVID-19 to the following action team members.

**ROM reporting:**

Individual reporting ROM should first report to their immediate Chain of Command.

- Chain of Command will report to:
- COS, CAPT Philip Old: philip.old@nps.edu
- DOS, CAPT Markus Gudmundsson: markus.gudmundsson@nps.edu (only if students are being reported on)
- Provost, Dr. Robert Dell: Dell@nps.edu (only if faculty are being reported on)
- AO, LTJG Christopher Miller: christopher.r.miller@nps.edu
- NPS OSH Director, Mr. Tony Colón; ajcolon@nps.edu

**PUI reporting:**

Individual reporting PUI should first report to their immediate Chain of Command.

- Chain of Command will report to:
- COS, CAPT Philip Old: philip.old@nps.edu
- DOS, CAPT Markus Gudmundsson: markus.gudmundsson@nps.edu (only if students are being reported on)
- Provost, Dr. Robert Dell: Dell@nps.edu (only if faculty are being reported on)
- AO, LTJG Christopher Miller: christopher.r.miller@nps.edu
- NPS OSH Director, Mr. Tony Colón; ajcolon@nps.edu

**COVID-19 positive cases reporting:**

Individual reporting positive test results should first report to their immediate Chain of Command.

- Chain of Command will report to the following in all cases:
- COS, CAPT Philip Old: philip.old@nps.edu
- DOS, CAPT Markus Gudmundsson: markus.gudmundsson@nps.edu
- Provost, Dr. Robert Dell: Dell@nps.edu
- AO, LTJG Christopher Miller: christopher.r.miller@nps.edu
- NPS OSH Director, Mr. Tony Colón; ajcolon@nps.edu
- STRAT COMS/PAO, Mr. David Nystrom: dave.nystrom@nps.edu
- CALMED COVID Response, Maj Jodi Brown: jodi.l.brown1.mil@mail.mil
- SWO, CPO Brian Carpenter: brian.carpenter@nps.edu

If the member who tested positive for COVID-19 was on campus, the Chain of Command should also report in the same email to these additional action team members:

- NPS OSH Director, Mr. Tony Colon: ajcolon@nps.edu
- Facility Manager, Mr. Ryan Stewart: ryan.stewart1@nps.edu

- HR Director, Ms. Jennifer Amorin: jlamorin@nps.edu
- COO, Ms. Kirsten Webb: kirsten.webb@nps.edu
- NSAM CO, CAPT Richard Wiley: rawiley@nps.edu
- NSAM XO, LCDR Eric Mobley: eric.mobley@nps.edu
- NSAM PHEO, Mr. Dwayne Williford: dwayne.williford@nps.edu

Negative reports are not required.

Protecting PII and HIPPA data is a primary consideration. When reporting to the NPS COVID-19 notification action team, do not use names.

Designated personnel who have the authority to collect PII or HIPPA data will make contact with the reporting supervisor via separate correspondence to collect PII information that is required.