



**COMMANDER, NAVY REGION HAWAII/
NAVAL SURFACE GROUP
MIDDLE PACIFIC**

**COVID AWARENESS
MARCH 18, 2020**



COVID Awareness – Mar. 18, 2020

Region and MIDPAC Ohana,

As the situation evolves for COVID-19, I want to ensure the staffs know that your personal health and safety remain my Number 1 priority. COVID-19 is prevalent across the globe. We should view COVID-19 prevention as a command mission, and we must all understand that our behaviors both in and out of the office will either support or imperil that mission – there is not much in between. By working together, we can limit the tempo of the pandemic. In order to preserve the health of our staffs, I have directed the following measures:

- N-codes directed to decrease workplace occupancy by employing alternative work schedules, telework, staggered work shifts, and social distancing across workstations.
- All Region/MIDPAC employees are required to stay home and notify their supervisor when they are sick. Liberal sick leave policies are in place to ensure that sick employees refrain from coming into the office. Supervisors will maintain flexible policies that permit employees to stay home to care for a child or other persons requiring care or supervision. Employees who have symptoms of acute respiratory illness should not come to work until they are free of fever (100 f [37.8 c] or greater), or any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- If you have a family member or close contact under investigation for possible COVID-19, stay at home and discuss with your supervisor for additional guidance. Confirmed close contacts of those infected with Corona virus will undergo a 14-day quarantine period.
- All meetings will limit attendance to essential personnel ONLY. Attendance will not exceed 10 individuals. Maximize social distancing measures during meetings, including separating participants within the room (as able) to achieve 6 feet interpersonal space.
- Clean all frequently touched surfaces in the workplace at least daily, such as workstations, counters, tabletops, doorknobs, bathroom fixtures, Phones, keyboards, and bedside tables. Use household cleaning spray or wipes, according to the product label instructions.
- Wash your hands often, with soap and water for at least 20 seconds, especially after coughing, sneezing, using the bathroom and before eating or preparing food. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer with at least 60% alcohol. Be

sure to cover all surfaces of your hands and rub your hands together until they feel dry. Always wash with soap and water if your hands are visibly dirty.

It is important that each of us stays healthy and informed. The two attached documents are very useful and I commend them to you. Tune in tomorrow, Thursday 19 March at 1200HST for a Facebook Live JBPHH leadership virtual call. The session will be held to answer questions and to find out more regarding the measures that JBPHH is putting in place to protect our service members, civilians, and families. The JBPHH Facebook page is: <https://www.facebook.com/JBPHH/>

The flow of information to you about our campaign to fight the COVID-19 virus is vital. The Public Affairs Office has established a COVID-19 Update page as part of the Command Website. Look for regular updates posted there and the CNRH Facebook page:

- Command Website: (<https://www.cnic.navy.mil/regions/cnrh.html>)
- Command Social Media: (<https://www.facebook.com/NavyRegionHawaii/>)

Additionally, you can check these sites for official policy and updates from Dept of Defense and Center for Disease Control:

- DoD Response – Coronavirus: <https://www.defense.gov/Explore/Spotlight/Coronavirus/>
- Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Thank you for your continued leadership. Your jobs are really tough right now, but we will get through it together. Please take care of yourselves and your families.

V/r, Robb

RDML Robb Chadwick, USN
Commander, Navy Region Hawaii/
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