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June 15, 2020

#### PMRF INSTALLATION OPERATIONS & SERVICES UPDATE

As the situation evolves regarding the spread of COVID-19, PMRF is working daily to assess and implement measures to protect our service members, civilians, and their families. We continue at Health Protection Condition Charlie. Below we offer relevant tips as well as the current status of MWR, accommodations, food service, retail, and other operations.

Both the Governor and Kauai Mayor have announced changes in COVID-19 rules, to include allowing some businesses to return to business. However, please understand that many rules and restrictions are still in place, to include the wearing of face coverings and social distancing. Visit the Kauai County website at <https://www.kauai.gov/COVID-19> where you can find county and state updates.

#### \*\*\*RECENT CHANGES\*\*\*

- Effective June 16, Mana Splash will expand authorized patrons to include DoD Civilians, Contractors and dependents for lap swim only daily. Limit of 30 minutes swim time if swimmers are waiting.
- Effective June 16, the Fitness Center every weekday from 5 p.m. to close will expand authorized patrons to include DoD Civilians.
- Effective June 16, Shenanigans will expand authorized patrons for pick-up to include all authorized patrons.
- Effective June 16, the Community Recreation Center will increase patron occupancy for this building from two to five.

For the full report on our installation status and services, please continue reading.

#### FITNESS:

- Effective June 16, the Fitness Center every weekday from 5 p.m. to close will expand authorized patrons to include DoD Civilians.

- Hours of Operation
- Mon - Fri: 5:30 a.m. to 8 p.m.
- Sat - Sun: 9:30 a.m. to 5 p.m.
- Center will close at the following times for deep cleaning:
  - Mon - Fri: 9 to 10 a.m. and 1 to 2 p.m.
  - Sat/Sun: 1 to 2 p.m.
- Limited access: open to Active Duty & PMRF First Responders only
  - No towel service, sports equip or accessory check out
  - No shower access (toilets only)
  - Bring your own towel and be dressed for workout
  - Masks required for all patrons when not exercising
  - Racquetball court closed
  - Limited Free Weights, reduced number of cardio pieces open to allow social distance.
  - No Group Exercise, Personal Training
  - No command PT/FEP sessions

#### COMMUNITY RECREATION CENTER:

- Effective June 16, the Community Recreation Center will increase patron occupancy for this building from two to five.
  - Monday through Friday: 8:30 a.m. – 5 p.m., Saturday, Sunday: 10 a.m. – 3 p.m.
  - Limit of two customers in the office at one time.
  - Masks required for all patrons age five and older.
  - While we do accept cash, credit card transactions are preferred.

#### SHENANIGANS:

- Effective June 16, Shenanigans will expand authorized patrons for pick-up to include all authorized patrons.
  - Tuesday through Friday, Lunch: 11 a.m. – 1 p.m., Dinner: 5 p.m. – 9 p.m.
  - Saturday, Dinner: 5 p.m. – 9 p.m.
  - Only outdoor seating is available. Bar and indoor seating is closed.
  - Only household units are permitted to dine together.
  - Masks required for all patrons age five and older when you are not dining.

#### POOL:

- Effective June 16, Mana Splash will expand authorized patrons to include DoD Civilians, Contractors and dependents for lap swim only daily. Limit of 30 minutes swim time if swimmers are waiting.
  - Mon - Fri: 11 a.m. to 1:30 p.m. and 4 to 5:30 p.m.
  - Swimmers must bring their own towels.
  - The pool will be cleaned between sessions.

#### NEX:

- The Barber Shop is now open. All patrons are required to wear masks. Due to distancing requirements, there will a maximum occupancy of 5 guests in the building. One in the barber chair, one waiting and three waiting in a separate room.
- Barbers will have required personal protective equipment including masks, gloves and single-use aprons. Barber will sanitize all contact surfaces after each cut. The Barber shop will receive a shield for the cash register area.

- The Barber Shop will be taking appointments. All walk in will be on a sign-up sheet.
- To schedule an appointment, please call (808) 335-4450.
- Effective Thursday April 9<sup>th</sup>, the NEX will require all patrons to wear masks. NEX employees will monitor entering patrons at the front door.
- For those eligible to use the NEX gas station, hand sanitizers are now in place and we encourage you to use them before and after pumping gas.
- Contractors with DBIDS will not have access to the NEX until further notice. CAC holders, retirees and disabled veterans will still have access.
- Hours of operation are Monday through Friday 8 a.m. to 5 p.m.; Saturday 10 a.m. to 5 p.m.

#### MANA MOTORS AUTO SKILLS CENTER:

- Effective June 2<sup>nd</sup>, the Mana Motors Auto Skills Center will be open to authorized patrons with the following hours and under the following conditions:
  - Tuesday through Friday: Noon – 8 p.m., Saturday: 9 a.m. – 5 p.m.
  - Vehicle Safety Inspections and re-checks by appointment only – please call the shop, 808-335-4439, for scheduling.
  - If able, we recommend customers bring their own tools.
  - Masks are required at all times unless you are able to maintain 100% social distancing, such as when working on your vehicle in a private stall.
  - While we do accept cash, credit card transactions are preferred.

#### SPLASH PAD:

- Effective June 3<sup>rd</sup>, Splash Pad will be open to authorized patrons, one family at a time, with the following hours and under the following conditions:
  - Mon – Fri: 8 a.m. to 5:30 p.m.
  - Limit of one family at a time, usage not to exceed 30 minutes when families are waiting.
  - Swimmers must bring their own towels.

#### OUTDOOR MOVIE THEATER:

- Effective June 5<sup>th</sup>, the Outdoor Movie Theater will be open to authorized patrons with the following hours and under the following conditions:
  - Fridays, Saturdays and Sundays, Movie starts at 7 p.m.
  - Only one movie will be shown.
  - Masks required for all patrons age five and older.
  - While we do accept cash, credit card transactions are preferred.
  - Please observe a minimum of six feet of space between family units during movie viewing and at concessions.
  - Movie viewing from your automobile or the lawn is encouraged to promote social distancing.

#### MEDICAL:

- Stay home if you are feeling ill.
- Although not all inclusive, be aware of symptoms such as: Fever (measured or subjective), chills, rigors, muscle/body aches, headache, sore throat, abnormal sense of smell/taste, cough shortness of breath, or difficulty breathing.

- Contact supervisors to ensure compliance with BUMED Return To Work procedures, especially with influenza-like illness. Even if medical evaluation is not indicated (symptoms improving), supervisors need to be consulted before returning to work.

#### PMRF ADMIN:

- The Travel Entitlements Calculator for MyPCS Mobile app is available starting May 15. MyPCS Mobile is a web application accessible on personal and work mobile devices, tablets, laptops, and desktops using commercial grade Multi-Factor Authentication (MFA) credentialing. With this capability, Sailors can navigate the PCS move experience via their mobile browser using commercial grade Multi-Factor Authentication (MFA) credentialing, which enables a CAC-free experience. A COVID-19 Guidance Link is available in the MyPCS Checklist Shipping Household Goods Page. Sailors can access MyPCS Mobile through the Navy App Locker or via MyNavy Portal Quick Links:
  - Navy App Locker: <https://www.applocker.navy.mil/#!/apps>
  - MyNavy Portal: <https://my.navy.mil>
  - MNP Quick Links: <https://my.navy.mil/quick-links.html>
- Per NAVADMIN 097/20, all Navy Real-Time Automated Personnel Identification System (RAPIDS) sites or I.D. Card issuing facilities will only accept customers who have made CAC online appointments. Priority support will be provided to those with time sensitive situations (e.g. active-duty Service Members whose CAC has been lost/stolen or is expiring within the next 60 days, ID card issuance for newly retired members, dependents with cards expiring within the next 30 days and CAC PIN resets). If our customers here on PMRF or on Kauai are unable to schedule an appointment using the RAPIDS Appointment Scheduler, they are most welcome to call (808) 335-4493. Callers will be asked screening questions before they come to obtain their I.D. cards.
- Also per NAVADMIN 097/20, all customers are expected to complete a self-screening questionnaire before accessing our RAPIDS facility. We have prominently posted the screening questionnaire at the entrance to our facility. Customers currently sick or who have been in close personal contact with someone diagnosed with COVID-19, or those who have recently traveled (internationally or domestically outside their local area) will be denied entry.
- Our Admin Office will continue to provide initial issuance or re-issuance of a CAC that will be expiring within 30 days provided an appointment is made either by calling our office or using the online scheduler. Per NAVADMIN 114/20, in order to maximize force health protection and ensure continuity of operations, all Navy Real-time Automated Personnel Identification System (RAPIDS) sites will continue to provide initial issuance or re-issuance of a CAC that will be expiring within 30 days with an appointment scheduled online. CACs will not be reissued due to printed information changes (e.g. promotion, name change, or for any appearance changes due to relaxed grooming standards). Department of Defense (DoD) civilian employees will retain their CACs when transferring from one Service to another. CAC PIN resets will continue to be provided as a walk-in service.
- The updated link to the RAPIDS Appointment Scheduler is: <https://idco.dmdc.osd.mil/idco/#/>

#### PMRF SECURITY:

- As a reminder to all personnel, the installation's policy for escorting guests onboard was modified due to COVID-19. The number of personnel that can be escorted by an authorized escort was reduced as part of PMRF's ongoing efforts to minimize opportunities for the

transmission of the virus. A Common Access Card (CAC) holder is only authorized to escort a maximum of **three** personnel onboard. Escorts must ensure they are with their guests at all times, and are responsible for the conduct of their guests while onboard the installation.

- Beginning April 15, PMRF Security forces are asking the following questions to help protect our personnel on base:
  - Have you traveled off island in the last 14 days?
  - Have you had a fever or a cough in the last 3 days?
  - Have you or someone in your household been in contact with someone who has tested positive for COVID 19 in the last 14 days?

Anyone answering yes to one of these questions will be asked to contact their supervisor immediately and, unless a base resident, restricted from entering the base until additional screening has taken place. Answering yes to these questions means either you should be home due to sickness or following Restriction of Movement (ROM) protocols. Please help our team and our community by staying home if you fall into any of the above categories.

- To alleviate congestion and wait times at the entry control point, PMRF Security Forces recommends staggering out arrival times. The highest volume of traffic is between 6:50 A.M. to 7:35 A.M. Please plan your trips accordingly.
- PMRF's Operations Gate (formerly North Gate) is closed until further notice. Please use the Main Gate for access.
- Naval Security Forces aboard PMRF are suspending enforcement of expired motor vehicle operators licenses, motor vehicle registrations and motor vehicle inspections. Personnel with an expired, or expiring, license, registration or safety check will be considered current and valid onboard the installation through August 15, 2020. Enforcement of all other violations of the Hawaii Motor Vehicle Code remain in full effect, and all hands are reminded to follow the posted speed limits and refrain from distracted driving onboard PMRF.

#### BASE ACCOMMODATIONS:

- The Navy Getaways office will be physically closed. All Check-ins will be treated as after-hours check-ins.
- Navy Gateways is currently accepting reservations for official travel and recreation lodging for stays beginning on or after July 3<sup>rd</sup>, subject to cancellation due to COVID related restrictions.

#### SUPPLY:

- Any Sailor or DOD civilian PCSing in or out and not comfortable with movers entering their home, should work with their chain of command and shipping office (PMRF Supply) to reschedule their pack-out or delivery. There are recently added procedures from USTRANSCOM to include questions to be asked of commercial moving personnel conducting packing, pick-up, or deliveries inside a resident's home.
- DOD created a Transportation Service Provider (TSP) Certification of Health Protection Protocols document for use during all Defense Personal Property Program shipments where there will be interaction with DOD customers. The purpose of the form is to assure DOD customers that industry personnel working in their homes have been screened for illness in accordance with Centers for Disease Control (CDC) guidelines and equipped to follow basic health protection protocols.

- TSPs are required to present the completed TSP Certification of Health Protection Protocols document to the customer BEFORE beginning any work in a residence.
- In response to COVID-19, on March 8<sup>th</sup> 2020, the Office of the Under Secretary of Defense issued a memo in response to COVID-19 authorizing the use of government funds to procure hand sanitizer and office cleaning supplies.
  - To the greatest extent possible, wall mounted or free-standing hand sanitizer units should be purchased. Hand sanitizer and office cleaning supplies must be kept in common office areas; i.e. breakrooms, kitchens, and outside of bathrooms. These items must not be stored in individual offices/cubicles.
  - The purchase of personal protective equipment (PPE) is limited to “Only those personnel identified in DoD guidance as requiring personal protective equipment (e.g., masks, gloves, etc.)” This restriction is in place to ensure availability of these items for critical service providers.
- HHGs/POV: Due to Kauai having only one Transportation Service Provider Agent (Royal Hawaiian Movers) on island to service our military, HHGs scheduling is approximately 4 – 6 weeks out. For the most part, you are currently receiving emails with attachments on preparing for your move. Here are the steps to prepare for your pack out.
  - Prior to receipt of your PCS Orders if you are shipping Household Goods:
  - For those that are not registered in [www.move.mil](http://www.move.mil) please “Create a new account” and get registered in DPS to schedule your move. Once registered, you will receive a Username and Password, you will then need to wait for your Orders. You will need your Orders to create your Household Goods application.
  - If you are already registered and have a Username and Password, there is nothing more for you to do until you receive your Orders.
  - Upon receipt of your PCS Orders, please go back to [www.move.mil](http://www.move.mil) website and Sign In to DPS. Here you will create your household goods application, self-explanatory.
  - Ensure that you use the Weight Estimator attached to the email sent to you vice using the weight estimator in DPS move.mil. You will need a separate weight estimator for each application (HHG/UB/NTS) you create. Email these weight estimators to both Tammy Perreira and Abrielle Apuna along with a copy of your Orders.
  - Once you fully complete the application, it will come up with a “Submit” button at the very end. If you do not get this button, you have not completed your application.
  - Click the “submit” button.
  - PCS/ETS/Separation/Retirement orders for the most part have been coming in timely so it is HIGHLY RECOMMENDED that as soon as you get your orders to get your application done in [www.move.mil](http://www.move.mil).
- For all Navy military and civilian PCS moves, Household Goods (HHGs) processes will continue under normal operations.
  - Due to COVID-19, personnel are currently teleworking and requesting that PCS Order, Weight Estimator, Shipper’s Declaration and all other pertinent forms be emailed. All communication will be via email and should be sent to both Tammy Perreira and Abrielle Apuna.
- The Supply Office, Building 269 is closed for walk-in traffic and visitors in support of social distancing efforts due to COVID-19 and the Department telework schedule. There is a sign

posted on the doors with all the POCs to contact for appointments as needed. We will work with customers to ensure the mission and support is still accomplished.

#### FIRE DEPARTMENT:

- CPR/First Aid and AED Classes will resume. First and Second Wednesdays of each month. Class limited to eight people. Contact PMRF Fire Department for more details and reservations.
- The PMRF Fire Department has resumed monthly building inspections. Inspectors will call building custodians to set up these inspections and will take all necessary precautions (6' of separation and mask) while inspecting the building.

#### FACE COVERING POLICY:

In compliance with CNO directive:

- Effective immediately, to the extent practical, all individuals on DOD property, installations and facilities are required to wear cloth face coverings when they cannot maintain six feet of social distance. This includes all:
  - Military personnel
  - Navy civilian employees
  - Family members
  - Navy contractors
  - All other individuals on DOD property, installations and facilities.
- Exceptions to this requirement may be approved by local commanders. All personnel shall be prepared to lower face coverings as directed by security forces to verify identification.
- Face coverings may include, but are not limited to, store bought or homemade masks or bandanas. Materials that are light weave, pleated and in layers have proven most effective.
- Face coverings should cover both nose and mouth.
- Uniformity of face covering is not required. Military appearance will be relaxed in the interest of health protection.
- Face coverings will not display explicit or offensive material or messages of any kind.

There are many ways to make a "mask" and comply with this directive, and while there is some room for individuality and creativity until the Navy gets enough masks produced for all hands, offensive or inappropriate creations are not tolerated. Instructions on how to make your own face covering are available on the CDC website:

[HTTPS://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

#### CHILD DEVELOPMENT CENTERS & CYP SERVICES:

- Currently CYP (including School Age Care and CDC) is in operating level CYP-2.
  - Parents are required to self-care for own children at home if Navy full-time telework agreement during COVID-19 pandemic is executed. Parent fees will be waived and space saved.
  - Parents with other non-Navy full-time/temporary telework agreements, who normally work from home, or who are student spouses, are required to self-care for own children. Parent fees will be waived and space saved.
- In an effort to limit caregiver and family exposure and to align with CNIC guidance, Child & Youth Programs will be restricted to the following personnel only: Single/Dual Active Duty,

Single/Dual DoD CIVs, and Active Duty with a working spouse who cannot execute job functions via telework/self-care for own children.

**MWR GUEST PASS HOLDERS:**

- Base guest pass holders are restricted from accessing PMRF until further notice.

**HOUSING:**

- The Housing Management Office will conduct all business by telephone and email.
- Unaccompanied Housing is not authorized visitors. Maintenance will be limited to urgent and emergency work orders only.
- Ohana Military Communities (HUNT PPV Family Housing) residents please visit the OMC Facebook page for regular updates (corrected link)  
<https://www.facebook.com/OhanaNavyMilitaryCommunities>

\*Other curtailments may be necessary based on local circumstances. We will continue to communicate additional changes as they arise.