



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
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PEARL HARBOR HI 96860-5102

25 Mar 20

MEMORANDUM FOR DISTRIBUTION

Subj: EMERGENCY OPERATIONS CENTER (EOC) DIRECTIVE 20-004: TRACING  
KNOWN OR SUSPECTED COVID-19 VIRUS CASE

Ref: (a) JBPHH EOC Directive 20-001A  
(b) JBPHH EOC Directive 20-002  
(c) NAVADMIN 083/20

Encl: (1) Centers for Disease Control and Prevention (CDC) Symptoms of Coronavirus  
(2) JBPHH Space Access Warning Sign

1. An individual who is confirmed positive for Novel Coronavirus (COVID-19) can spread the illness to coworkers and family members. Therefore, it is critical that inquiries are initiated as soon as an individual is confirmed positive for a COVID-19 infection.

Commands are directed to establish identification teams known as "Team Trace," who are to be activated as soon as practicably possible after an individual's positive test results are confirmed by medical personnel. The primary intention of Team Trace is to mitigate risk of exposure by identifying principal contacts for isolation and/or building(s) requiring cleaning/sanitation. Principal contacts include anyone who has come into close physical contact (within six feet) with the COVID-19-positive individual for a prolonged period of time (ten minutes or greater). Team Trace should be led by leadership (E-7 or above, or civilian equivalent) who are thoroughly knowledgeable about COVID-19 terms and definitions listed in reference (c). Team Trace personnel should possess familiarity with COVID-19 common symptoms and emergency warning signs, as provided in enclosure (1). Team Trace personnel shall ensure the investigative reports focus on confirming:

(a) Firsthand knowledge that a medical provider has provided the individual a COVID-19 test, and the results were confirmed positive. This is not to be confused with the flu test.

(b) Those who may have been in close contact with the individual while showing symptoms, which usually includes household members, roommates, close work contacts, or those who were directly coughed or sneezed on. "Close contact" is further defined in reference (c). If any persons meet the definition of a close contact, they are to be placed in a 14-day Restriction of Movement (ROM) status per reference (a).

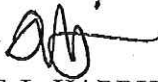
(c) Locations individual traveled, time periods, activities performed while symptomatic.

(d) Areas requiring cleaning/sanitation.

2. When positive COVID-19 test results are confirmed, tenant commands are to immediately notify the JBPHH EOC at 808-448-3262 or the JBHH CDO at 808-864-2460 and provide details on potential facility impacts. Enclosure (2) shall be posted on the door of the room to be

cleaned. Tenant commands will be responsible for immediately isolating, cleaning and disinfecting the areas identified by the identification report. Tenant commands will report completion of cleaning/sanitation to JBPHH EOC at 808-448-3262. Cleaning/sanitation must follow procedures set out in reference (b).

3. Base-wide efforts to control and mitigate the COVID-19 pandemic will likely last for several weeks to months, and Commands should develop standard guidelines for long-term use.



T. L. HARRIS  
By direction

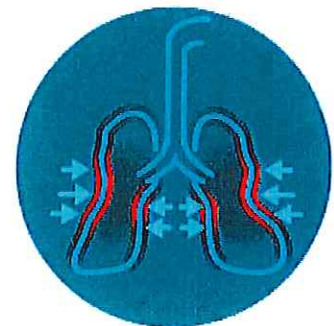
# Symptoms of Coronavirus

## Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear 2-14 days after exposure (based on the incubation period of MERS-CoV viruses).

- Fever
- Cough
- Shortness of breath



## When to Seek Medical Attention

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:

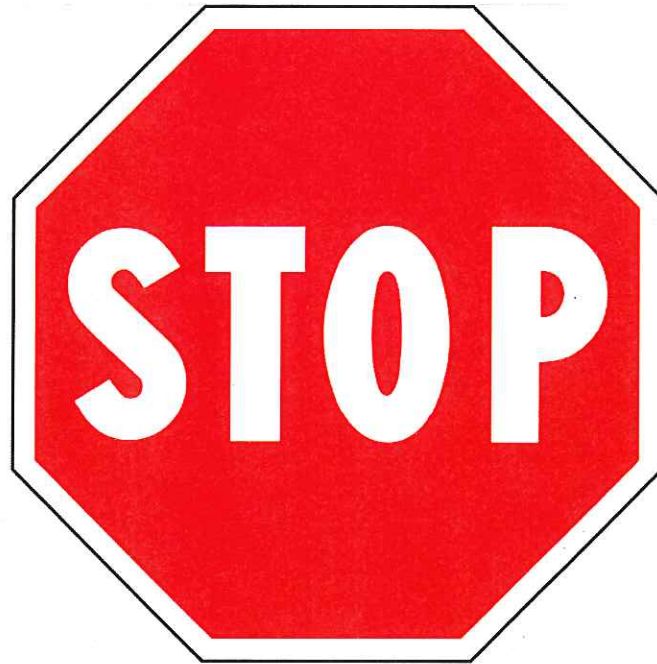
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Source: Center for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# JBP HH SPACE ACCESS WARNING



## AUTHORIZED PERSONNEL ONLY

Per JBP HH Emergency Operations Center Directive 20-004, starting 24 Mar 2020, this room requires cleaning and disinfecting prior to re-entry.

For any questions or concerns, contact your command representative:

Command Team Trace Lead: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

THIS WARNING SHALL NOT BE REMOVED UNTIL AUTHORIZED BY  
JBP HH TEAM TRACE PERSONNEL