



DEPARTMENT OF THE NAVY
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10 Feb 21

MEMORANDUM FOR DISTRIBUTION

Subj: EMERGENCY OPERATION CENTER DIRECTIVE 20-011A: GUIDANCE ON
ACTIONS FOR SUSPECTED OR CONFIRMED COVID-19 CASES

Ref: (a) JBPHH COVID-19 Playbook
(b) EOC Directive 001 (Series) – Facility/Event Screening Checklist

Encl: (1) COVID-19 Workplace Response Checklist

1. Purpose. Provide standard response guidance for actions to be taken for a suspected or confirmed COVID-19 case in the workplace. This guidance is based on available information from the Centers for Disease Control and Prevention's (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/>. CDC will continuously update this guidance as additional information becomes available.

2. This guidance may help prevent workplace exposures to COVID-19 in non-healthcare settings (separate guidance is available for healthcare settings). The actions provided in these enclosures assume that supervisors have the below measures in place to prevent or reduce transmission within the workplace.

a. Actively encourage sick employees to stay home:

(1) Employees who have symptoms should notify their supervisor and stay home.

(2) Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

(3) Employees who are well, but who have a sick family member at home with COVID-19, should notify their supervisor and follow CDC recommended precautions.

b. Conduct daily in-person or virtual health checks of employees before they enter the facility IAW reference (b)

(1) If implementing in-person health checks, conduct them safely and respectfully. Use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the screener. Reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.

(2) Complete the health checks in a way that helps maintain social distancing guidelines, such as emailing the screening forms for employees to review prior to reporting to

work or post multiple screening entries into the building.

c. Identify where and how workers might be exposed to COVID-19 at work.

(1) Conduct a thorough external hazard assessment of the workplace to identify potential workplace hazards related to COVID-19. Use appropriate combinations of controls from the hierarchy of controls to limit the spread of COVID-19, including engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards (see enclosure (1)).

(2) Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.

(3) When engineering and administrative controls cannot be implemented or are not fully protective, employers are required to determine what PPE is needed for their workers' specific job duties.

(a) Select and provide appropriate PPE to the workers at no cost, and

(b) Train their workers on its correct use.

d. Ensure workers wear a cloth face covering at work if the hazard assessment has determined that they do not require PPE, such as a respirator or medical facemask for protection.

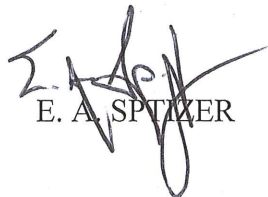
(1) Cloth face coverings are not considered PPE. They may prevent workers, including those who don't know they have the virus, from spreading it to others, but may not protect the wearers from exposure to the virus that causes COVID-19.

e. Separate sick employees:

(1) Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

(2) Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

3. It is expected that this guidance may differ from other service component direction. For any questions or concerns regarding this matter, please contact JBPHH EOC Info Cell via email: JBPHH-EOC-INFOCELL@navy.mil.


E. A. SPITZER

COVID-19 Workplace Response Checklist

Purpose: Guidance for a suspected or confirmed to have COVID-19 infection in the workplace.

STEP 1: If notified that an employee is being tested for COVID-19. Information Required to make accurate response plan:	
Date/Time last at work	
Date/Time of Symptom Onset:	
Date/Time Tested:	
Date/Time of Results are expected:	
STEP 2: Risk Assessment:	
a. Any travel in the last 14 days?	YES / NO
b. Any close contact with COVID-19 case in the last 14 days?	YES / NO
NOTE: If yes to either question, have the employee complete a close contact trace report per guidance provided in EOC Directive 004. If not to both, risk is low.	
STEP 3: Workplace response:	
a. Notify those in the immediate work area that a fellow employee is being tested but with current mitigations in place it is safe to continue.	
b. Remind staff that close contact is the primary concern, and is defined as: Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; the current recommended threshold is 15 minutes.	
c. Remind staff to continue disinfecting procedures; refer to EOC Directive 002.	
STEP 4: If test results are positive:	
a. Notify staff in the immediate work area of the test results. With continued practice of increased disinfecting procedures and social distancing, work is safe to continue which will help prevent and reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment.	
b. Notify JBPHH EOC at JBPHH-EOC-INFOCELL@navy.mil with Command/Unit Name, Member's DoD ID Number, and location (i.e. bldg.#).	
c. Immediately initiate contact tracing per EOC Directive 004. Trace efforts will be supported by medical, but workplace initiation of contacts will reduce lead time in identifying potential workplace impacts. Medical tracing leads for the Navy can be reached at 808-473-1880, ext 9-1348. Medical tracing leads for the Air Force can be reached at 808-448-6272.	
d. Conduct workplace cleaning per EOC Directive 002.	