

Enclosure (1): COVID-19 Positive Case and Close Contact Procedures, Roles and Responsibilities

Purpose

Provide direction to individuals, deaneries, and departments in the event a U.S. Naval War College (NWC) faculty member, staff member, student, contractor, or visitor either:

- Tests positive for Coronavirus Disease 2019 (COVID-19); or
- Is diagnosed by a medical professional as a probable COVID-19 positive absent a test.
- Provide guidance for the actions required of a COVID-19 close contact.

This document uses ‘Positive COVID-19 Case’ to mean either an individual who tests positive through self-testing or who is diagnosed positive by a medical provider.

Responsibilities

1. Individual / Positive COVID-19 Case

Begin *isolation* period in accordance with medical provider’s recommendation, contact immediate chain of command (COC), and seek clearance from NWC Medical before physically returning to the NWC campus.

- **Isolation** is defined as the separation or restriction of activities of a person positive with COVID-19 from those who are well.
- Upon initial communication of COVID-19 positive test or diagnosis from a NWC personnel, the COVID-positive individual is responsible for providing the following information to NWC Medical (nwc.medical@usnwc.edu):
 - Last Name, First Name
 - DoD ID Number.
 - Rate/Rank.
 - Age.
 - Gender.
 - Date Individual Was Diagnosed COVID-19.
 - Type of Diagnosis: Either Positive COVID-19 Test or Diagnosis by a Health Care Provider Without a Positive COVID-19 Test.
 - Date of COVID-19 Testing: [e.g., 1700T, 15Apr20].
 - Testing Results: [e.g., Positive 2000T, 15Apr20].
 - Patient Status: [e.g., member transferred to Madigan Army Medical Center, placed in ICU and on ventilator.].
 - Isolation Berthing Location: Hospital (ICU if Applicable) or Home/Barracks.
 - Isolation Start Date: [e.g., 2000T, 15Apr20].
 - Description of Symptoms Exhibited: [e.g., fever of 104.9, full body aches, shakes].
 - 48-hour contact history prior to symptoms or positive test.

2. Close Contacts

NWC staff, students, and faculty who had *close contact* with the individual. *Close contact* is defined as:

- Individuals identified as being within approximately six (6) feet for a prolonged period of time (greater than 15 minutes). Close contact can occur while caring for, living with, visiting, working with, or sharing a densely populated space with a positive COVID-19 case.
- Close contact can also be established via direct contact for less than 15 minutes (e.g., being coughed or sneezed upon by a positive COVID-19 individual).
- Determination of close contact presumes the interaction transpired during the positive COVID-19 case's potentially infectious period currently defined as 48 hours prior to symptom onset (or positive test if asymptomatic) to the time the positive COVID-19 case is placed in isolation.
- CDC directs close contacts to wear a well-fitting mask for 10-days when around others following exposure in addition to quarantine guidance found on the graphic in this enclosure that identifies actions to take as a close contact.

3. NWC Medical

- Notify Naval Medicine Readiness and Training Command New England (NMRTC NE) of the Positive COVID-19 case and provide necessary information to allow them to notify RI Department of Health, which will conduct contact tracing.
- Coordinate with NWC Chief of Staff (COS) for faculty and staff and Dean of Students for students as required for all Return to Work (i.e., return to campus) authorizations.

4. Human Resources Director

- Provide guidance to civilian employees and supervisors of their rights and responsibilities pertaining to sick time and accountability when there is a positive case in the work center.

5. MILPERS/Command Administration

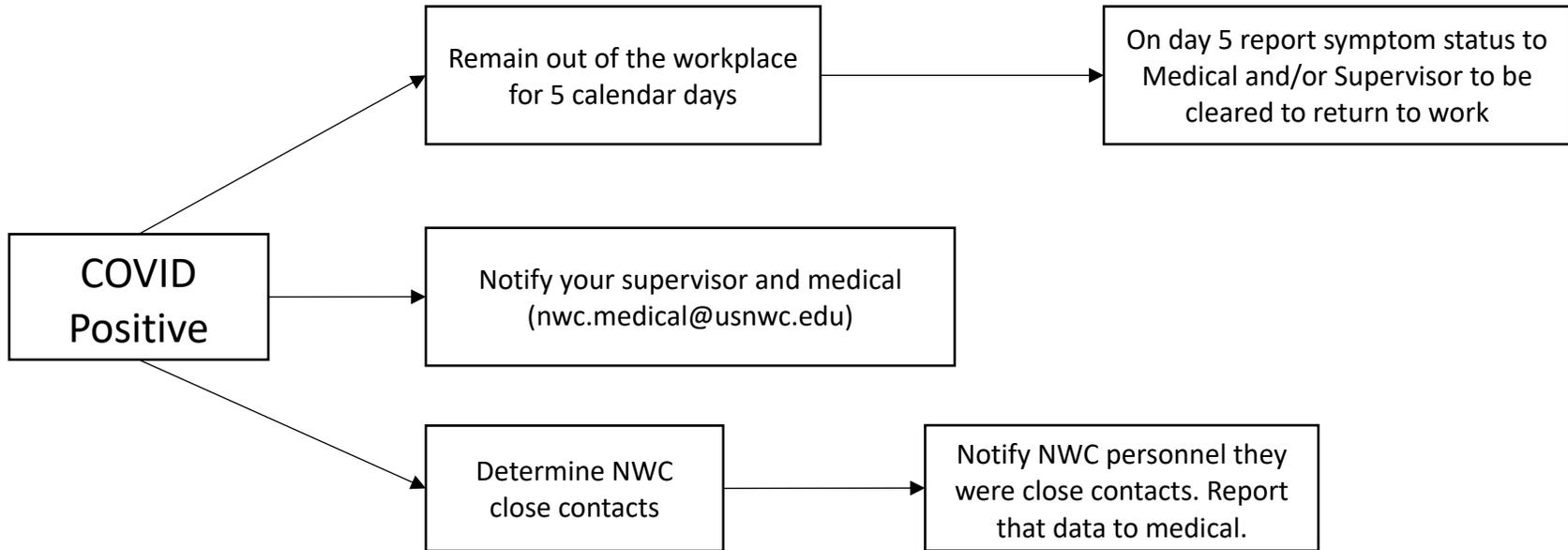
- Report individuals on daily personnel status reports to U.S. Fleet Forces (USFF)/U.S. Naval Forces Northern Command (NAVNORTH) and Naval Station, Newport, as applicable via Commanders Critical Information Requirement (CCIR) and web-based reporting interface.

6. Chief of Staff

- Provide oversight and awareness of the COVID-19 transmission and transmission patterns at USNWC.
- Provide operational recommendations with regards to HPCON changes based on campus COVID transmission severity.

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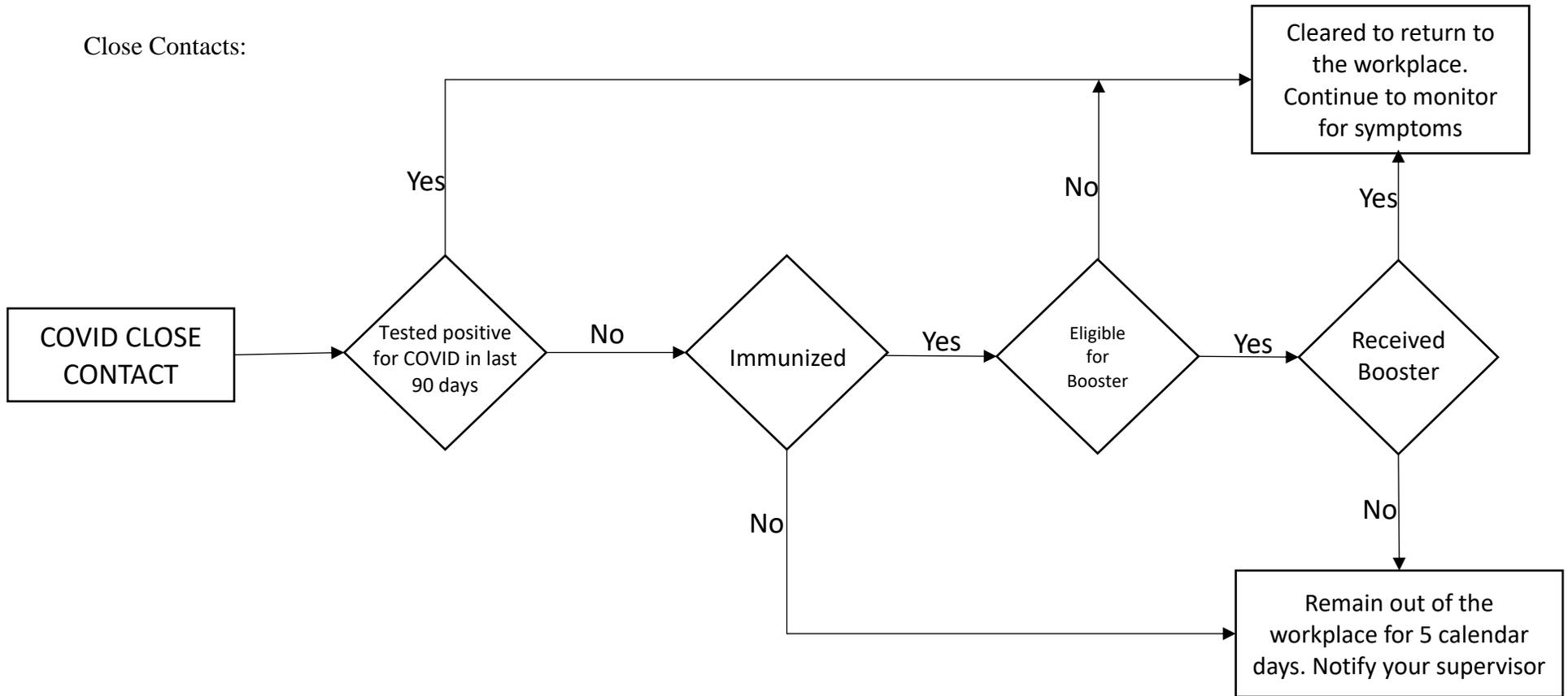
COVID Positive Case:



Close Contact: Someone who was within 6 feet of a person who has contracted COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

- **Close Contact procedures on next page.**

Close Contacts:



Eligible for booster: Greater than 6 months after a Pfizer/BioNTech or a Moderna mRNA two-dose vaccine series, and greater than 2 months after a Johnson and Johnson single-dose vaccine.

Close Contact: Someone who was within 6 feet of a person who has contracted COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Enclosure (2): CDC COVID-19 Community Risk Level Impact on NWC Operations

- Ref: (a) Consolidated Department of Defense Coronavirus Disease2 Force Health Protection Guidance, 4 Apr 22
 (b) Updated Guidance for Mask and Screening Testing for all Department of Defense Installations and Other Facilities, 1 Mar 22

Centers for Disease Control and Prevention (CDC) COVID by County Community level data is populated each Thursday and updates are available Friday morning. This data can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

The chart below is a graphical representation of how the U.S. Naval War College will implement policy in each of the CDC COVID Community Risk Levels.

<p>Low</p> <p>Associated with HPCON A*</p>	<ul style="list-style-type: none"> - No mask requirement - No building entry testing requirement - No attestation requirement for building entry - Large gatherings (50+) authorized
<p>Medium</p> <p>Associated with HPCON B*</p>	<ul style="list-style-type: none"> - No mask requirement - Large gatherings authorized, consider enhanced mitigation measures - Building entry testing REQUIRED** for unvaccinated personnel - Attestation for building entry REQUIRED DD 3150 – Contractor Personnel and Visitor Certification of Vaccination DD 3175 – DoD Civilian Employee Certification of Vaccination
<p>High</p> <p>Associated with HPCON C & D*</p>	<ul style="list-style-type: none"> - Masks may be required (see *note below) - Large gatherings may be restricted – Meetings >50 people must be approved by UNSECNAV - Building entry testing REQUIRED** for unvaccinated personnel - Attestation for building entry REQUIRED DD 3150 – Contractor Personnel and Visitor Certification of Vaccination DD 3175 – DoD Civilian Employee Certification of Vaccination

Notes:

* HPCON and mask mandate requirements will be determined based on a variety of factors and may vary with the region or base determinations.

** When the Newport, RI COVID Community Risk Level shifts from Low to either Medium or High NWC Medical will contact those affected by building entry testing to notify that testing is now required. NWC Medical will also inform affected personnel when the Community Risk Level shifts from a higher to a lower level and whether testing is still required.

Enclosure (3): NWC COVID-19 Testing Availability

Testing will be made available to eligible NWC personnel and official visitors, as required, for the following three purposes in direct support of the NWC mission and operations:

1. Building Entry Testing

- The building entry testing program is managed by NWC Medical, which is the central collection point for test results from outside labs, approved home tests, or other sources of approved off-site testing outside NWC Medical. This ensures the accuracy and integrity of results reporting and safeguards personal health information. NWC Medical will verify all external tests.

- Building entry testing is required only for those who are not fully vaccinated and will only occur when the CDC COVID Community Risk Level is Medium or High.

- This testing will be accomplished using either FDA approved or EUA compliant over-the-counter “home use” antigen tests.

- Personnel who test positive and have symptoms will be required to isolate immediately.

- NWC personnel (to include military personnel, DoD civilian employees, and full-time NWC contractor staff) who test positive and are asymptomatic will be offered a PCR test through the base clinic and asked to isolate immediately. These test results are typically available in 48-72 hours.

2. Diagnostic Testing

- Diagnostic testing provided by NWC Medical or via Naval Health Clinic New England is reserved for NWC active-duty members or civilian employees only (NWC contractors are not eligible). It is only provided for those who are symptomatic with COVID-19 or influenza-like symptoms.

- Diagnostic PCR tests will be mailed out to an off-site laboratory with results reported back in approximately 48-72 hours.

- NWC Medical will communicate with the patient to coordinate testing and communicate results and a treatment plan.

- Please contact NWC Medical at either 401-841-7489 or NWC.Medical@usnwc.edu if you or a member of your team are not feeling well and would like to be evaluated.

3. Travel Testing

- NWC Medical has the ability to support travel testing. These are offered to NWC personnel (active duty military, civilian employees, and full-time NWC contractors) traveling on official business in support of NWC operations or Department of Defense official orders.

- This testing, only when pre-arranged through NWC Medical by the traveler with no less notice than 7 calendar days, is conducted on site at the Naval Health Clinic New England laboratory. When testing is arranged in this manner, results will be returned the same-day that the testing is conducted. However, travelers should not wait until the last minute and be familiar with testing requirements for the mode of transportation and/or location to which they are traveling. Results will be communicated to the traveler by NWC Medical.

- NOTE: If you or your department needs travel testing for NWC event planning, please coordinate with NWC Medical by contacting us at NWC.Medical@usnwc.edu at least 4 weeks before the scheduled event.

Enclosure (4): COVID-19 Considerations When Planning NWC-Sponsored Meetings and Events

Ref: (a) NAVADMIN 130/22

The NWC routinely hosts meetings and events in addition to academic courses. The planning matrix below is intended to aid in the development of the meeting/event consistent with reference (a) and lessons learned and best practices gleaned during the COVID-19 pandemic.

For purposes of reference (a) and the application of required COVID-19 mitigation protocols, meetings or event are considered any planned, in-person meetings, events and conferences sponsored by the DON with more than 50 participants. Meetings and events subject to reference (a) do not include military training, exercise events, and operations.

- **NWC guidance on meetings and events:** Many NWC activities, meetings, and events fall into military training or exercises and are exempt from the COVID-19 mitigation protocols of reference (a). NWC activities that foster the exchange of knowledge, deliver lessons, or facilitate the preparation of the delivery of academic and professional learning to students, is considered military training. Further military training, exercises, and operations – for purposes of the NWC – also include research and outreach functions that support the NWC mission and operations. If there is a question about whether a proposed NWC event is a meeting under reference (a) or exempt, contact the Staff Judge Advocate for guidance.

Planners of meetings at the NWC, held in Newport County, when the CDC COVID-19 Community Risk Level is High or Medium, will;

- a. Seek approval from UNSECNAV (and no lower) via the NWC. UNSECNAV is the approval authority for events that are considered DoD-sponsored events with more than 50 participants that are not exempt from the definition of meetings in reference (a). Requests for this approval should be routed no later than 45 days before the event. This includes time for NWC review of the requested authorization and the mandatory 30 days required for review once the request arrives at UNSECNAV.
- b. Require all attendees, including Service Members and DoD civilian employees, to be prepared to show a completed form DD 3150 upon request by NWC personnel.
- c. Require attendees to be prepared to show proof of vaccination upon request by NWC personnel. In extenuating circumstances unvaccinated attendees may request a waiver from UNSECNAV.
- d. Implement mask wearing when required in accordance with enclosure (2) of this notice.

This enclosure is subject to change as policies are updated. HMC Thomas Gordon is the point of contact for policy updates and COVID-19 considerations as they pertain to events. HMC Gordon can be contacted by phone at 401-841-2099 or email at thomas.gordon@usnwc.edu.

- Please use this as a guide when planning an event and considering how COVID-19 might affect the event and to determine how travel testing will be executed if needed.

Timeline	COVID Consideration	Recommended Action
Planning/ Development	- COVID Positive Scenario Is there a threshold for continuing?	Factors to consider: - Venue size & capacity - Ability to support virtually - Participant risk factors
Planning/ Development	- COVID Positive Scenario What is the isolation plan?	Designate isolation space in the budget and work with NGIS to allocate rooms OR notify all participants if there will be an individual responsibility to isolate.
+ 30-60 Days	- Considerations in Medium or High CDC COVID-by-County Community Level	- Front-load your participants with the DD 3150 Attestation - Consider need to request waiver from UNSECNAV for meetings with >50 people
+ 1 Month	- Will official visitors need testing to return to their place of origin?	Work with NWC Medical to get a roster template and required information needed to support laboratory testing.
+ 2 Weeks	- Solicit official visitors to determine who needs return testing	Generate a roster on the form provided by NWC Medical and validate against destination country requirements and timelines.
+1 Week	- NWC Medical notifies laboratory of demand for travel tests	Provide NWC Medical final testing list and NWC Medical will coordinate with lab for testing days.
Week of event/ Day of testing	- Where will testing happen? - Notify participants of plan and expectations	Work with NWC Medical to determine a testing location and build in time to the SOE to communicate the testing plan to participants.

* Refer to enclosure 3 which discusses NWC COVID-19 testing information about travel.

Enclosure 5: COVID-19 Considerations for Official Travel

Ref: (a) Consolidated Department of Defense Coronavirus Disease Force Health Protection Guidance, 4 Apr 22
(b) NAVADMIN 130/22
(c) NAVADMIN 129/22

1. Purpose. Provide guidance to U. S. Naval War College military and civilian staff, faculty and students pursuing travel. This document defines mission critical travel as well as vaccinated and not fully vaccinated personnel; provides guidance for the conditions under which travel is authorized; and covers what expenses related to COVID-19 are reimbursable and how DoD personnel should pay or seek reimbursement for these expenses.

2. Definitions

a. Fully vaccinated: An individual is considered “fully vaccinated” when at least 2 weeks have elapsed after a second dose of a two-dose COVID-19 vaccine series (e.g., Pfizer BioNTech/Comirnaty, or Moderna/Spikevax vaccines), or 2 weeks after receiving a single dose of a one-dose COVID-19 vaccine (e.g., Johnson & Johnson’s Janssen vaccine).

b. Not fully vaccinated: An individual who either has not completed the full COVID-19 vaccination dose series; is in the two-week period following the last dose of a vaccine series; or declines to provide his or her COVID-19 vaccination status or accepted proof of that status when requested.

c. Recovery letter: A letter from a licensed health care provider or a public health official stating that an individual who tested positive for COVID-19 in the past 90-days is cleared to travel.

3. Reference (b) identifies “Mission critical” travel as:

a. Fully vaccinated individuals are not restricted from official travel, both domestic and international.

b. Individuals who are not fully vaccinated, or who decline to provide information about their vaccination status, are limited to only mission-critical official travel, both domestic and international. Travel of individuals not fully vaccinated should be minimized, and reference (b) specifies that requests for official travel by unvaccinated personnel outside of the following categories will be routed to the Under Secretary of the Navy (UNSECNAV) for decision via the Chief of Naval Personnel (CNP), the Chief of Naval Operations (CNO) and the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN MRA). This action *cannot* be authorized within the USNWC chain of command for either military or civilian personnel. The following categories are specified as “Mission critical”:

c. Permanent Change of Station (PCS) travel for dependents accompanying Service Members or civilian employees.

d. PCS travel for unvaccinated Service Members and their dependents reassigned from operational units to non-deployable units.

e. Travel of dependents associated with an approved early return of dependents authorization from an overseas post or station.

f. Government funded emergency leave travel and emergency visitation travel.

g. New recruits traveling to Recruit Training Command.

f. Travel by patients, as well as their authorized escorts and attendants, for purposes of medical treatment. Travel by medical providers for the purposes of medical treatment for DoD personnel and their families.

h. Travel by Service Members and civilian personnel approved for retirement or separation. For Service Members, travel is authorized for purposes of taking transition leave.

i. Travel by Service Members under the authority of a Chief of Mission and authorized by that Chief of Mission.

j. Travel by Service Members and civilian personnel not under the authority of a Chief of Mission and ordered by the appropriate DoD official to evacuate an area threatened by unusual or emergency circumstances.

k. Travel associated with new civilian hiring and management directed actions to include transfers, reassignments, management directed reassignments and new civilian accessions including formal entry-level civilian accession programs such as government-funded internships and fellowships.

l. Travel by civilian employees complying with overseas tour rotation agreement requirements.

m. Travel in support of mission critical maintenance operations for DON assets as well as the critical assets of other services, agencies, and international partnerships that support the mission of the DON. Mission critical maintenance operations are in direct support of DON ships, submarines, aircraft, information technology equipment and infrastructure as well as other critical equipment not otherwise listed.

n. Travel by Service Members from an overseas post or station that are not eligible for involuntary extension or will surpass the 180-day limit for involuntary extension.

4. Testing and Restriction of Movement (ROM) policy is specified in reference (a), chapter 7 and should be referenced when developing any travel plans. Execution of testing requirements in chapter 7 should be coordinated at the local level first through NWC Medical to make use of available Defense Health Agency testing options before seeking testing on the economy.

a. When on PCS travel and testing or ROM is required and a military treatment facility is not available, the Government Travel Charge Card (GTCC) may be used to pay for testing or lodging associated with the PCS travel, testing, and ROM requirements in accordance with reference (c).

b. Personnel on official travel other than PCS travel may use the GTCC to pay for expenses associated with COVID-19 testing and lodging; these are considered reimbursable expenses.

c. The GTCC should not be used for COVID-19 testing or lodging expenses incurred during unofficial/personal travel.

d. Exceptions to testing. Reference (a) identifies individuals fully recovered from a laboratory-confirmed diagnosis of COVID-19 infection within the previous 3 months as an exception to testing and requires a letter from a licensed healthcare provider. The USNWC Independent Duty Corpsman is authorized to provide a recovery letter for military and civilian personnel and their dependents who present with a laboratory confirmed COVID-19 positive test in the past 90-days.

5. This enclosure is subject to change as policies are updated. HMC Thomas Gordon is the point of contact for policy updates and coordinating testing or travel matters pertaining to COVID-19. HMC Gordon can be contacted by phone at 401-841-2099 or email at thomas.gordon@usnwc.edu.