



SMTCINST 3120.1B  
11 DEC 2020

SPECIAL MISSIONS TRAINING CENTER INSTRUCTION 3220.1B

Subj: SMTC COVID-19 INFECTION CONTROL PLAN AND STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) NOVEL CORONAVIRUS (COVID-19) PLANNING ORDER (v.8)  
(b) ALCOAST 367/20, COVID-19: READINESS IMPACTS AND COMMAND SELF-ASSESSMENTS  
(c) ALCOAST 408/20, COVID-19: CONTINUITY OF FORCECOM READINESS ACTIVITIES  
(d) ALCOAST 268/20, COVID-19: CONTACT TRACING IN THE COAST GUARD  
(e) U.S. COAST GUARD CONTACT TRACING GUIDE CORONAVIRUS DISEASE (COVID-19)

1. PURPOSE. This instruction prescribes procedures for SMTC to mitigate the spread of COVID-19 and steps to follow if member(s) display one or more symptoms consistent with COVID-19 or receives a contact tracing message informing them that they may have potentially been exposed.
2. ACTION. All unit members are required to have a thorough knowledge and understanding of the contents of this instruction and all above references. All hands shall comply with the procedures outlined herein. Concerns, questions, or suggestions regarding the contents of this instruction should be brought to the immediate attention of the Command via the Executive Officer (XO).
3. DIRECTIVES AFFECTED. SMTCINST 3120.1A dated 05 Oct 2020 is hereby cancelled.
4. DISCUSSION. The virus that causes COVID-19 disease is called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). COVID-19 symptoms include: high fever (subjective or measured over 100.0°F), cough, shortness of breath, chills, muscle pain, sore throat, extreme fatigue, new loss of taste or smell. Visit the Centers for Disease Control and Prevention (CDC) for most recent list of symptoms. The World Health Organization (WHO) and the CDC have both determined COVID-19 is primarily transmitted person-to-person via respiratory droplets through coughing, sneezing, shaking hands, and sharing food/liquids easily spread the virus. The virus may also transmit through touching contaminated surfaces and objects and then touching your nose, mouth, or eyes. The Department of Homeland Security (DHS) has identified COVID-19 as an R-2 virus, a medium exposure risk due to moderate transmissibility.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

## 6. IMPACT ASSESSMENT.

### a. Personnel Resources Required:

- (1) Personnel and Administration. Development and issuance of SMTCC COVID-19 Infection Control Plan and Standard Operating Procedures CG-3307 acknowledgement.
- (2) Medical Department. Development of Rapid Testing SOP outlining specific process protocols, training, and PPE.
- (3) Logisticians: Maintain overall control, inventory, and facilitate resupply and life cycle management of SMTCC's Pandemic Kits.
- (4) Facilities: Establish enhanced disinfection SOP resulting from positive cases.

### b. Training Required: Training requirements are outlined in para. 13 of this instruction.

### c. Funding: Establish funding for Pandemic Kits, and any contracted enhanced disinfecting.

## 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

## 8. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version is on the following [P:\1 COVID Documents](https://cg.portal.uscg.mil/units/smtc/SMTCC%20InstructionsNotes) public drive and SMTCC Portal: <https://cg.portal.uscg.mil/units/smtc/SMTCC%20InstructionsNotes>.

## 9. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This

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policy does not have any significant or substantial change to existing records management requirements.

10. MIGRATION POLICY. SMTCC's methods of exposure control for COVID-19, which include universal precautions, engineering controls, administrative controls, PPE, COVID-19 mitigation equipment, and sanitation/housekeeping guidelines are contained Enclosure (1) of this instruction.
11. UNIT ACTIONS FOR POSSIBLE AND CONFIRMED CASES. SMTCC will follow the steps outlined in Enclosure (1), Chapter 8 of this instruction for unit members and students that displays one or more symptoms consistent with COVID-19 or receives a contact tracing message informing them that they may have potentially been exposed.
12. ISOLATION/QUARANTINE PROCEDURES. When SMTCC personnel are suspected of being a COVID-19 carrier, the procedures outlined in Enclosure (1) of this instruction will be followed.
13. TRAINING. COVID-19, potential hazards, and PPE requirements identified in risk assessment surveys and preventive measures will mitigate work task hazards. Training may be documented via signed 3307's and training rosters electronically submitted to SMTCC's Safety Manager. At a minimum, training shall include:
  - a. Unit Infection Control Plan Review.
  - b. PPE requirements and training. The following [video hyperlink](#) provides basic overview of donning, doffing, and disposal of PPE in addition to care, maintenance and reuse of PPE.
  - c. HAZCOM Training for Facilities, Barracks Manager and others involved with enhance disinfecting protocols in accordance with Enclosure (8) of SMTCCINST 5100.47.
  - d. [Blood-borne Pathogen Awareness \(100293\)](#) training for Medical Branch followed by interactive access via the hyperlink to the Learning Management System.
  - e. All hands Northeastern University Training: [COVID-19: How to be Safe and Resilient](#) as provided by HSWL.
14. FORMS/REPORTS. None.
15. REQUEST FOR CHANGES. Updates and revisions to this Instruction will be indicated via the record of change, signed by the Executive Officer

PAUL FRANTZ  
Captain, U. S. Coast Guard  
Commanding Officer

RECORD OF CHANGES			
REVIEW OR REVISION CHANGE NUMBER	DATE OF CHANGE	CHAPTER	EXECUTIVE OFFICER SIGNATURE

# SMTC COVID-19

## Standard Operating Procedures



Version 1.3  
11 Dec 2020

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## Chapter 1

### **COVID-19 Mitigation Measures**

1. The following precautions shall be followed by SMTC staff and students to mitigate the spread of COVID-19:
  - a. All personnel must promote frequent and thorough hand washing using soap and water for at least 20 seconds. In addition, alcohol-based hand rubs containing at least 60% alcohol shall be placed in high traffic areas, common use areas, outside restrooms/heads, within conference rooms, and at training sites.
  - b. All personnel must maintain a physical separation of at least six feet from others when able.
  - c. All personnel must don a face mask inside buildings and when in areas where physical distancing of at least 6 feet cannot be maintained (e.g. entering/traversing; buildings, common spaces, hallways, meeting spaces, bathrooms, etc.).
  - d. Stay at home and contact the Duty HS in accordance with [Chapter 3](#) of this SOP if feeling sick.
  - e. Branch Chiefs must encourage whenever possible, the use of alternate work sites, flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and the public.
  - f. Branch Chiefs, Section Chiefs, and Supervisors must ensure that respective departmental section members and their students eliminate all cross contact exposures for their given workgroup to the greatest extent possible.
  - g. Limit Liberty Risks. All staff and students must use sound judgment to reduce COVID-19 exposure probabilities to the greatest extent possible as outlined in [Chapter 4](#) and [5](#). Student off-base liberty is restricted IAW [Chapter 4](#) of this SOP.
  - h. Discourage all staff and students from using shared amenities like other workers' phones, desks, offices, or other work tools and equipment.
  - i. All personnel must encourage respiratory etiquette, including covering coughs and sneezes.
  - j. Institute daily cleaning and disinfecting of surfaces, equipment, and other elements of the work environment utilizing [SMTC daily, weekly cleaning checklist](#). Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
  - k. Personnel must clean and disinfect all high touch surfaces daily using EPA approved disinfection products. A product list for disinfectants that kill COVID-19 is listed on the EPA's website at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>. Methods for cleaning different surfaces and equipment can also be

obtained at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

- l. Mechanical parts and components must be cleaned and disinfected per SFLC Engineering Advisory 005-20: <https://cg.portal.uscg.mil/units/sflc/SFLCMessages1/Forms/AllItems.aspx>
- m. For site/job/task specific control measures, follow enclosure (2) of [reference \(a\)](#), [U.S. Coast Guard COVID-19 Risk Assessment Flowchart](#).
- n. Display signage advising unit members of: social distancing, face mask use, and hand washing requirements when entering buildings, in high traffic areas, common spaces, conference rooms, and bathrooms/restrooms.
- o. Water fountains bubblers must be secured to limit exposure.
- p. Personal fans must be configured to minimize air flow from one person to another by pointing down and away from others.
- q. Shared/community items prohibited (e.g. food, water, dining ware & utensils prohibited).
- r. Complete the COVID-19 Readiness Impacts and Command Self-Assessment as outlined in [reference \(b\)](#).



## Chapter 2

### Use of Face Masks

1. All SMTC members (Uniformed/GS/Contractors) and students onboard Camp Lejeune/SMTC assets, properties, facilities, and installations must wear a face mask when entering into and traversing through; buildings, common spaces, hallways, meeting spaces, bathrooms, and all other instances when social distancing cannot be maintained. Face masks must also be worn when conducting official business in a public setting when social distancing cannot be maintained. If you are entering into or moving within an occupied indoor space, don a mask. SMTC members are also required to follow local and state guidelines for use of face masks while on liberty and leave. Social distancing is defined as maintaining a physical distance of at least 6-feet from others.
2. In accordance with ALCOAST 124/20, 144/20, and 445/20, cloth face masks are not considered PPE and are worn to protect people in close proximity to the wearer. Face masks are intended to be worn by members in the execution of routine duties that otherwise do not require PPE. Face masks shall be worn to reduce the spread of COVID-19 between asymptomatic personnel.
3. All members will be issued reusable, washable face masks, procured by the unit and distributed thru each member's respective Branch chain of command. Members may also wear homemade or personally procured face masks in uniform that present a conservative and professional appearance. Per CDC guidance and Coast Guard policy, face masks must:
  - a. Cover the nose and mouth.
  - b. Fit snugly but comfortably against the side of the face.
  - c. Be secured with ties or ear loops.
  - d. Include multiple layers of fabric. Single layer gaiters used as a face mask must be folded to cover the nose and mouth with at least two layers of fabric.
  - e. Not have exhalation valves or vents.
  - f. Allow for breathing without restriction.
  - g. Be able to be laundered and machine dried without damage or change to shape.
  - h. Not be shared.
4. To properly don, doff, maintain, and store face masks, members must:
  - a. Wash their hands immediately before and after removing or handling the face cover.
  - b. Be careful not to touch the areas near the nose and mouth, particularly when taking the face mask off.

- c. Wash the face mask in a washing machine or minimally wash and soak in sanitary sink with hot water and dawn soap as often as practical.

## Chapter 3

### COVID-19 Reporting Requirements

1. **SMTC Students / Military Staff:** All SMTC students and military staff members must immediately contact the SMTC's DUTY HS at (910) 376-1426:
  - a. To report any COVID-19 like symptoms or suspected symptoms.
  - b. To report members within your household that are exhibiting symptoms consistent with COVID-19 or that were tested for COVID-19.
  - c. To report any history of travel or contact with a confirmed COVID-19 persons or contact with a Person Under Investigation (PUI) for COVID-19.
  - d. To utilize the Caron Clinic COVID-19 phone triage procedures:
    - Caron Clinic Phone Triage Number: 910-440-7338, ext 3 (clinic nurse)
    - After Hours Triage: Nurse Advice Line (NAL), 800-874-2273, option 1. The NAL will provide help with arranging further evaluation/testing if warranted.
  - e. To conduct directed COVID-19 testing. SMTC will arrange transportation of students for testing as directed. Further guidance will be provided by the medical staff upon completion of testing.
2. **Civil Service & Contract Staff:** All civil service and contract members exhibiting COVID-19 symptoms must immediately contact their primary care medical provider if experiencing any COVID-19 symptoms. In addition to seeking medical care and advice from your primary care medical provider, civilian and contract staff members must also contact SMTC's DUTY HS at (910) 376-1426:
  - a. To report any COVID-19 like symptoms.
  - b. To report contact with a confirmed COVID-19 persons or contact with a PUI for COVID-19.
  - c. To report members within your household that are exhibiting symptoms consistent with COVID-19 or that were tested for COVID-19.

**The Duty HS will notify SMTC's Medical Branch Chief of all triage cases requiring follow-on clinical care/testing for awareness and accountability.**

***Once put in a quarantine, isolation, or restriction of movement status, all military and civilian staff must contact their supervisor and the SMTC Duty HS for further guidance before reporting back to work and all contractors must contact their site lead or Contracting Officer Representative and the SMTC Duty HS for further guidance before reporting back to work.***

## Chapter 4

### **Restriction of Movement (ROM)**

1. **ROM** is a term referring to the limitation of personal liberty for the purpose of ensuring the health, safety, and welfare of personnel. Unless explicitly approved otherwise, prior to close contact training onboard SMTC, a 14-day Training ROM (T-ROM) or Home ROM for Training (HT-ROM) will be imposed for all students to mitigate the possible spread of COVID-19 to other students and SMTC staff. T-ROM is completed at SMTC and HT-ROM is completed at the students' home and includes specific PPE wear requirements when traveling to SMTC. Unit members with orders to a SMTC course must follow the same T-ROM or HT-ROM procedures as other course students. Also, SMTC members enrolled in an SMTC course must follow the HT-ROM requirements for the duration of the course after training hours and on weekends to minimize personal exposure to the virus. SMTC staff members unable to follow HT-ROM requirements will be provided a barracks room for the duration of the course.

a. **T-ROM:**

- (1) BB-270 is SMTC's barracks and the primary T-ROM site for students prior to conducting close-contact training.
- (2) Five rooms within BB-270's first floor shall remain reserved as contingency isolation rooms for COVID-19 symptomatic, presumptive positive, or positive students and will not be assigned to students in T-ROM.
- (3) Commercial Lodging: If student capacity exceeds BB-270s available space or BB-270 is determined to not be suitable, students may be required to complete T-ROM in a commercial lodging facility. Additional T-ROM requirements specific to the designated commercial lodging facility must be developed prior to student check-in.
- (4) Whenever feasible, students will be assigned to single rooms. The barracks manager must immediately notify the Executive Officer (XO) when room availability does not support single occupancy rooms. If double or triple occupancy is approved by the XO, the barracks manager will develop room assignments with the support of the respective Course Chief. Only students in the same course will share a barracks/hotel room. To the maximum extent possible, SMTC must try to ensure roommates are from the same unit or geographic area.
- (5) For the safety of students under T-ROM, individual barracks/hotel rooms will be provided with hand sanitizer, antibacterial soap, wipes, all-purpose cleaning spray, and toiletries to include toilet paper, trash bags, and paper towels.
- (6) Students under T-ROM must maintain the cleanliness of their assigned barrack/hotel rooms to ensure proper hygiene. Only after T-ROM has been completed may the barracks or hotel cleaning staff be authorized to access the

room(s). If students are using commercial lodging for T-ROM, the respective Course Chief must notify hotel management that cleaning services by hotel staff must not occur. Students must refuse any and all housekeeping requests by the hotel staff.

- (7) For replenishment of cleaning supplies and to report any issues with individual rooms, students must contact the Barracks Manager at (910) 581-9433 or OOD at (910) 376-0824. Students should allow 24 hours for replenishment of supplies. During the 14-day T-ROM, students may not enter any buildings other than the student's designated barracks/hotel room, laundry room, and designated meal delivery location as scheduled. In addition, students are prohibited from accessing personally owned or government vehicles. All buildings, food service, and shopping facilities are **OFF-LIMITS**. All common areas located within BB-270 and commercial lodging facilities are also off-limits except for laundry and established meal delivery rooms. However, immediately following BB-270 or commercial lodging check-in, students are authorized a one-time access to the Courthouse Bay Marine Mart or designated food store near the commercial lodging location to purchase essential supplies in preparation for the 14-day T-ROM. The proper use of face masks is required during the one-time access of the Marine Mart or commercial store prior to the start of T-ROM. Students undergoing T-ROM must strictly adhere to the following requirements:
  - (a) **SOCIAL DISTANCING:** Students must maintain a physical distance of at least 6-feet from all other persons except for assigned roommate(s).
  - (b) **OFF-LIMITS AREAS:** Students are restricted to the confines of Courthouse Bay within Camp Lejeune while under T-ROM. All buildings, food service, and shopping facilities are OFF-LIMITS except for the members assigned barracks room within BB-270. All common areas located within BB-270/hotel are also off-limits with the exception of the laundry and established meal delivery rooms.
  - (c) **LAUNDRY ROOMS:** A weekly laundry room access schedule will be posted by the Barracks Manager. No more than 2 students must occupy the same laundry room at any given time. Prior to exiting the laundry room, each student must sanitize the area using antibacterial sprays and wipes provided in each barracks room.
- (8) **MEAL DELIVERY PROCEDURES:**
  - (a) SMTC Barracks (BB-270) (less than 30 students in T-ROM): Meals will be typically be delivered to the Student Lounge or other designated location at 0700, 1130, and 1700. Meal delivery should be coordinated so to minimize cross course student contact exposures. To receive meals, each student will be required to report to the designated location to pick up their meal, drink, and utensils. Prior to departing their respective rooms, students must don their face mask. Only 2 students will be allowed to enter the designated

location while maintaining minimum of 6 feet of social distance and after sanitizing hands and donning gloves. While awaiting meal pickup, students must always maintain minimum 6-feet of social distancing and wear a face mask. The SMTC OOD will remain at BB-270, in the OOD office (Room 119), to ensure meals are collected and to help the students with any concerns they may have. After the 30 minutes, any remaining meals will be discarded. USMC Camp Lejeune does allow some restaurants to conduct food delivery to barracks. Students may order and receive restaurant meals while in T-ROM provided they are pre-paid and knock-and-go social distancing protocols can be maintained.

**NOTE:** *When properly coordinated and approved, the SMTC Watch Coordinator may seek to facilitate T-ROM meal deliveries to rooms for smaller course students following the knock-and-go, donning of COVID-19 mitigation equipment and distancing protocols.*

- (b) SMTC Barracks (BB-270) (30 or more course students in T-ROM): Meals will typically be delivered to the Student Lounge at 0700, 1130, and 1700. To receive meals, each student will be required to report to the Lounge. The SMTC OOD and two SMTC command appointed personnel will be in the Lounge, wearing full COVID-19 mitigation equipment (to include goggles or face shield, mask masks and gloves) and will facilitate food prep into containers that are provided by the Marine Corps galley from behind the Plexiglas barriers while maintain a minimum of 6 feet distance from students. The students will pick up their meal container, drink, and utensils from the designated tables and return to their room to eat. Only two students will be allowed to enter the Lounge at a given time, while maintaining 6-feet of social distance, wearing a mask, and upon sanitizing hands and donning gloves. Prior to departing their barracks room and while waiting meal-pickup, students must maintain minimum of 6-feet of social distancing from all others and wear a face mask. After the last student is served, the remaining meals will be discarded. USMC Camp Lejeune does allow some restaurants to conduct food delivery to barracks. Students may order and receive restaurant meals while in T-ROM provided they are pre-paid and knock-and-go social distancing protocols can be maintained.
- (c) Commercial Lodging (Offsite T-ROM): Students using a commercial lodging facility while in T-ROM will be provided commercial meal options. Procedures for meals will be provided separately based on the availability of local restaurants in vicinity of the hotel. Deliveries must be pre-paid and follow knock-and-go delivery.

(9) **OUTDOOR RESILIENCY ACTIVITIES:**

- (a) SMTC Barracks (BB-270): While maintaining strict social distancing, students under T-ROM may conduct resiliency activities outside their assigned barracks room from 0500 to 2100. Following the 14-day T-ROM

students may conduct resiliency activities at any time. All resiliency activities must be conducted outdoors within Courthouse Bay. Resiliency activities include but are not limited to walking, jogging, calisthenics, meditating, stretching, and yoga. Students conducting resiliency activities must carry their military ID, a face mask, and wear attire consistent with guidelines established by Marine Corps Installation East Camp Lejeune.

(b) Commercial Lodging (Offsite T-ROM): While maintaining strict social distancing, students completing an offsite T-ROM may conduct resiliency activities outside their assigned hotel room. The hotel parking lot and adjoining green/grass area may generally be used for outdoor resiliency activity. Additional areas will be provided separately that is specific to the hotel.

(10) **HEALTH MONITORING**: Students must conduct self-monitoring and immediately notify the SMTCC duty HS at (910) 376-1426 to report any changes to their health to include the development of a cough, fever, or other signs of illness.

(11) **COVID-19 SYMPTOMATIC STUDENTS**: Students exhibiting COVID-19 symptoms will normally be moved to a designated isolation room of BB-270 after completing Camp Lejeune's phone triage procedures. If occupying a room with another student, the other student must also be moved to a separate isolation room. The vacated room must be sealed off until appropriate contract cleaning can be completed. Students conducting an offsite T-ROM in a commercial lodging facility will normally be moved to a BB-270 isolation room if exhibiting COVID-19 symptoms.

b. **Home ROM for Training (HT-ROM)**:

(1) In accordance with [reference \(c\)](#), HT-ROM is alternative to T-ROM that enables members to conduct the 14-day ROM period at their home and includes specific conduct restrictions and PPE wear requirements to minimize the risk of COVID-19 exposure. An [HT-ROM Guide](#) is located on the Education & Training Quota Management Command (ETQC) Portal Site. Students unable to meet the requirements of HT-ROM must complete resident T-ROM in accordance with paragraph 4.1.a of this SOP.

(2) Members with orders to SMTCC must agree and strictly follow the HT-ROM requirements. Failure to follow HT-ROM guidance will result in a student's immediate disenrollment from training.

(3) Course Chiefs must engage with students and student commands immediately following the publication of orders in Direct Access to verify the students and commands selection of T-ROM or HT-ROM. The Course Chief must ensure student commands are fully aware of the HT-ROM requirements and the documentation requirements consisting of: the *Commitment to Home ROM for*

*Training Conditions Form, the COVID-19 Daily Screening Form, the Commitment to Safe Travel Form, and the Home ROM for Training Completion Checklist* which students must successfully complete and present to the Course Chief. Additionally, Course Chiefs should make commands aware of potential air travel limitations and prohibitions involving N95 respirators with exhalation valves. Students traveling to SMTC via commercial air shall be directed to wear a surgical or cloth mask over the fit-tested N95 respirator if the N95 issued to the student has an exhaust valve. The Branch Chief, Training Officer, and Logistics Officer shall be immediately notified of any student that elects T-ROM over HT-ROM to ensure a barracks room is reserved.

- (4) Upon student arrival, the Course Chief must collect and review all HT-ROM documentation and verify the **Home ROM for Training Completion Checklist** is signed by the students CO/OIC prior to allowing any student to begin close contact training. The Course Chief shall also verify students were issued the appropriate PPE per the HT-ROM guide and validate student travel was in accordance with HT-ROM requirements. The SMTC XO must be immediately notified through the chain of command of any paperwork irregularities or other issues that would indicate the member failed to meet HT-ROM requirements.
- (5) All of SMTC's courses conducted onboard Camp Lejeune, with the exception of the PSU EOC, PSU SSOC, MK-19, and PDT are eligible to conduct HT-ROM in lieu of resident T-ROM.

## 2. **Post T-ROM / HT-ROM - ALL SMTC Staff and Students must:**

- a. **Self-Observe.** All SMTC staff and students must remain alert for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea. Most importantly, if a student or staff member, or anyone in their household experiences the symptoms described above, that student or staff members must immediately contact the SMTC Duty HS at (910) 376-1426 in accordance with [Chapter 3](#) of this SOP and the respective supervisor/Course Chief.
- b. **Eliminate all non-essential Cross Course Student and Staff close contact.** All SMTC staff and students must eliminate close contact so maximize course throughput and to prevent widespread exposures.
- c. **Student Off-Base Liberty:** To reduce COVID-19 impacts to individual courses, **students are limited to the confines of Camp Lejeune** during all non-training hours with the exception of picking up take-out meals from restaurants in Sneads Ferry. Students must minimize all non-essential contact time exposures to others except for assigned SMTC barracks roommate(s). Regardless of on base liberty activity, students must reduce cross contamination exposures by avoiding close contact with student(s) from other courses.



- d. **Staff Off-Base Liberty:** To reduce COVID-19 impacts and minimize potential exposure and spread of COVID-19 among staff and students, SMTC permanent party members must minimize all non-essential off-base activities while also limiting contact time exposures to others not in the members' immediate household. It is imperative that staff use sound judgment to reduce COVID-19 exposure probabilities to the greatest extent possible. Regardless of liberty activity, staff must reduce cross contamination exposures by limiting contact exposures (vehicles, indoor activities, etc.,) with students, other staff members, and out of household members.
- e. **Comply with State Law.** All SMTC staff and students must follow the applicable state mandate specific to the COVID-19 pandemic. State directives are updated frequently as reconstitution plans are established and enacted. Refer to the respective state government website for the most updated requirements. The following hyperlink accesses the most [current North Carolina requirements](#).
- f. **Personal Hygiene.** Always adhere to strict hygiene habits and regularly wash hands using soap and water. If a handwashing station is not available, use hand sanitizer. Remember to refrain from touching your face! Ensure you are following other good sanitation practices (frequently changing towels, wiping down frequently touched surfaces, etc.) at work, home and in the barracks or off-base hotel.
- g. **Social/Physical Distancing.** Always maintain a minimum distance of six feet from others regardless if wearing a mask. Only exception should be for essential close contact training and with household members.
- h. **Use of Face Masks.** When social distancing cannot be maintained, SMTC staff and students must wear a face mask. This includes all work, office, communal spaces and when in public. Always be ready to don a face mask or depart the area until social distancing can be maintained.
- i. **Eliminate outside employment activities of staff** (unless approved by SMTC Command).
- j. **Encourage Compliance by Household Members.** Encourage the residents of your home (family, roommate, etc.) to comply with these guidelines.
- k. **Complete Health Risk Survey.** All T-ROM students must complete the below health risk questions prior to travel and if answered yes to any of the questions, immediately contact SMTC's DUTY HS at (910) 376-1426:
  - *Do you currently have, or recently (within the last 14 days) had a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.*
  - *Within the last 14 days have you traveled overseas?*

- *Have you had any contact with someone that has been tested, or had a confirmed positive laboratory test for COVID-19?*
- *Do you currently have medical condition that lowers your ability to fight infection?*

3. **Officer of the Day (OOD):**

- a. All OODs must routinely review student SMTCC T-ROM/ROM requirements as outlined in this SOP.
- b. Communications with students under ROM must be conducted in manner to ensure Social Distancing parameters are maintained. Use of cellphone communications should be the primary means of communications.
- c. ROM student meal and deliveries must be conducted at 0700, 1130, and 1700 in accordance with [Chapter 4, paragraph 1.a.8.](#), of this instruction. The OOD must conduct checks following meal delivery and contact students that did not retrieve a meal to ensure all members get a meal.
- d. OODs and barracks staff must deliver cleaning supplies and toiletries in the same manner as meals. Students must be contacted prior to placing supplies at the student's barracks room door to ensure quick retrieval of items.
- e. UNDER NORMAL CIRCUMSTANCES, the OOD or other supporting personnel must not enter ROM student rooms. If an emergency occurs and the OOD deems it necessary to immediately enter a ROM student room, the OOD and any supporting personnel must first don the PPE staged within the OOD vehicle. PPE includes an N95 mask, rubber gloves, eye protection, and Tyvek suit. The OOD must also immediately notify all first responders involved in responding to emergencies of the ROM student(s) and designated barracks room specific status.
- f. The OOD must immediately report all situations that violate current ROM student social distancing restrictions through the chain of command.

## Chapter 5

### Staff ROM Guidance

1. **SMTC Instructor and support staff** that require close contact with students are subject to increased staff ROM to mitigate possible exposure to COVID-19 and limit potential exposure of students. SMTC members determined to be at a higher risk for exposure to the virus based upon the profession of the staff members spouse, partner, or household residents must be evaluated for possible suspension of duties that requires close contact with students and critical SMTC instructor and support staff. Additional liberty restrictions may be implemented to minimize exposure to the virus through community spread. SMTC staff in increased ROM (**all active course close contact essential training cadre**) are prohibited from close contact with other SMTC staff members not under the increased staff ROM protocols. Those members in close contact must:
  - a. Wear a face mask unless wearing it has been objectively determined to create additional training safety risk and approved by the command.
  - b. Minimize/eliminate interactions between different course sections or teams to the greatest extent possible to reduce the likelihood of an entire class/course being placed in self-quarantine.
  - c. Minimize interaction with others outside the immediate family/household.
  - d. Not wear uniforms while transiting to and from SMTC to avoid home cross-contamination.
  - e. Eliminate close contact with all other students and SMTC staff unless it is deemed absolutely mission essential.
  - f. Report to the command if spouse/household member is an essential or high-risk employee (healthcare worker, first responder, grocery retail, etc.).
  - g. Strictly follow the self-observe guidelines described above.
2. **Social Distancing.** SMTC staff members must maintain social distancing parameters with all students until the completion of the 14-day T-ROM period. However, when training or duties allow (not essential to training), instructors and support staff must always attempt to maintain a physical distance of at least 6-feet from students and other staff members.
3. **Alternating Work Schedules.** To minimize opportunity for COVID-19 exposure across the training center, Division Officers and Branch Chiefs must ensure SMTC staff members continue to work in duty section or alternating work schedules. This posture reduces the risk of unit wide quarantine if one or more members tests positive for COVID-19.

4. **PCS arrivals.** To minimize opportunity for COVID-19 exposure across the training center, all incoming PCS members must check in with Admin electronically. Following the administrative check-in, newly reported members are authorized 10 days of house hunting and an additional 4 days of liberty to support the added community challenges and delays resulting from COVID-19.

## Chapter 6

### SMTC Rapid Testing

1. SMTC has a minimal supply of the Abbott BinaxNOW COVID-19 Antigen (Ag) Card rapid testing kits. A SMTC rapid testing guide has been created by SMTC Medical Department to provide specific procedures for using the rapid testing kits at SMTC.
2. Approved under a Food and Drug Administration (FDA) Emergency Use Authorization, the Abbott BinaxNOW COVID-19 Ag Card is a lateral flow immunoassay intended for the qualitative detection of nucleocapsid protein antigen from SARS-CoV-2 (COVID-19) in direct nasal swabs of individuals suspected of COVID-19 by a qualified Health Care Provider (HCP) *within the first seven days of symptoms onset*. To maximize the accuracy of the BinaxNOW Covid-19 Ag Card test, nasal swab samples must be tested NLT than one hour from time of specimen collection and once the test procedure has been initiated; the result must be assessed no sooner than 15 minutes and no greater than 30 minutes to ensure greatest test performance.
3. According to the FDA and IAW manufacture literature, it is important to note: **negative results do not rule out COVID-19 infection** and should not be used as the sole basis for treatment or patient management decisions, *including infection control decisions*. Unlike laboratory Molecular and common Polymerase Chain Reaction (PCR) testing which has statistically significant greater sensitivity and overall accuracy; incorporation of rapid testing provides SMTC a point of source antigen testing capability for the purpose of quickly ascertaining possible COVID-19 infection at highly variable 50%-90% accuracy from that of other ailments presenting similar symptoms. The following outlines specifics for SMTC Rapid Testing:
  - a. **Eligibility for rapid testing:** SMTC's limited rapid testing capability is intended for use on symptomatic students and SMTC instructors that were in close contact with students to mitigate mass student disenrollments and course delays as a result of required student quarantine. Students and instructors exhibiting COVID-19 related symptom(s) *except for the explicit symptom of loss of taste or smell* shall be rapid tested. Students and instructors presenting the symptom of loss of taste or smell shall follow the standard PCR testing process.
  - b. **Positive Rapid Test Result:** Students and instructors that test positive using the antigen card rapid testing kits will be placed in isolation in accordance with [Chapter 9](#) of this SOP and contact tracing outlined in [Chapter 8](#) will be initiated.
  - c. **Negative Rapid Test Result:** All negative test results will be followed up with a second test within 12-24 hours to validate accuracy of initial results. Students and instructors shall be quarantined until a second negative test is received.
  - d. **Sample Collection:** Upon reporting of symptoms IAW [Chapter 3](#) of this SOP, controlled sample collection must either be completed directly outside of respective student(s) room or other designated location as directed by SMTC Medical

- Department. Sample collection will involve a swabber in full HCP COVID-19 PPE and one physically distanced safety observer.
- e. **Test Processing:** A single barracks room outfitted with essential PPE, disinfecting materials, and associated supplies must be designated for the Medical Department controlled processing of SMTC's rapid testing. The designated room must be off-limits to all non-Designated personnel.
  - f. **Transportation:** SMTC's Vehicle Manager must provide SMTC Medical Department with three standby government or rental vehicles to allow the self-transport of COVID-19 positive members to and from official diagnostic testing locations. Member(s) will be provided COVID-19 PPE ([N95 w/surgical mask over cover for N95 with valves](#) and Gloves) and follow directly behind a SMTC Medical Representative.
4. Regardless of rapid testing capability; given the ongoing explosive exponential COVID-19 spread across the United States, incorporation of HT-ROM, and essential SMTC close contact training, adherence to the fundamental COVID-19 mitigations is more essential today than it has been at any point during the ongoing Pandemic! **Physically Distance, Wear a Mask, and Wash Your Hands!**

## Chapter 7

### **Actions for Possible and Confirmed Cases**

1. The following guidance is provided in alignment with [reference \(a\)](#). SMTC will follow the below steps if a unit staff member or student displays one or more symptoms consistent with COVID-19 or receives a contact tracing message informing them that they may have potentially been exposed.
  - a. Contact SMTC Duty HS at 910-376-1426; if consultation results in COVID-19 concern from Duty HS, SMTC will initiate potential testing for affected member.
  - b. Quarantine/Isolate in accordance with [reference \(a\)](#), as outlined in [Chapter 9](#) of this instruction.
    - (1) Isolate all members confirmed or clinically diagnosed to have contracted COVID-19, or those who have symptoms of COVID-19 and may be awaiting test results. Isolation is defined by enclosure (2) of [reference \(a\)](#) as the separation of a person or group of people known or reasonably believed to be infected with a communicable disease while potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by a federal, state, or local public health order, or directed by a unit CO/OIC.
    - (2) Quarantine all members confirmed or deemed likely to have had contact with COVID-19 positive individuals. Quarantine is defined by enclosure (2) of [reference \(a\)](#) as a command directed separation of a person or group of people, reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease. The person should minimize contact with others and only go out for groceries, medicine, or other essentials. Based on CDC's definition.
    - (3) Release of members in quarantine/isolation shall be directed by the Duty HS and XO.
  - c. The Duty HS will conduct contact tracing in accordance with Chapter 8 of this instruction. Additional personnel may be required to isolate, quarantine, or be tested.
  - d. The Training Officer will continuously monitor SMTC's ability to meet its training mission and immediately notify the XO and CO if that mission is jeopardized.
  - e. The Logistics Branch shall direct and verify that personnel update their CGPAAS status in accordance with latest guidance at <https://cgpaas.uscg.mil>.

## Chapter 8

### Contact Tracing of Unit Staff and Students

1. Contact tracing is initiated after a member receives a COVID-19 positive test result or diagnosis. In accordance with [reference \(d\)](#), contact tracing is the important process of identifying people who may have been exposed to others with COVID-19 and taking precautionary measures to prevent them from spreading the virus further. Those members identified as a close contact to a COVID positive person are notified of the potential exposure, directed to quarantine for 14-days after the last exposure to the COVID positive person, tested and monitored for development of symptoms. Contact tracing is limited to cases and contacts directly connected to SMTC staff, faculty, and students present for training.
2. A close contact is someone who was near a person with known or suspected COVID-19:
  - a. For at least 10 minutes (cumulative within a 24-hour period).
  - b. At a distance of less than 6-feet.
  - c. Without properly worn Personal Protective Equipment (PPE).
  - d. Starting from 48 hours before the person with known or suspected COVID-19 developed symptoms (or had a positive lab test drawn, if the case has no symptoms) until 14-days after the last known contact.
3. Coast Guard Contact Tracing Teams will be trained on contact tracing and privacy/HIPAA through resources found in Chapter 3 of [reference \(e\)](#). Contact Tracing Teams include:
  - a. Contact Tracer – An individual assigned to interview cases and notify close contacts. Although not specific to medical personnel, SMTC HS staff must be designated as lead tracers with option to train and appoint other rating personnel as necessary.
  - b. Contact Tracing Administrator (CTA) – The contact tracing team leader. The SMTC Medical Branch Chief is designated as SMTC's CTA. The unit Safety Officer serves a conditional secondary support resource.
  - c. Contact Tracing Mentor (CTM) – Medical Officer assigned to provide oversight and assistance to a Contact Tracing Team. This function will be appointed by HSWL SC.
4. Contact tracing must be completed within 24 hours of a new COVID-19 case being identified. Tracers will advise personnel to update their CGPAAS status in accordance with latest guidance at <https://cgpaas.uscg.mil>.
5. **Administration:** Because SMTC is a tenant command of Marine Corps Base Camp Lejeune, the unit Contact Tracing Team's duties and responsibilities will be primarily facilitated in accordance with current Marine Corps Installation – East policy while in



consultation with the tactics, techniques, and procedures of [references \(d\)](#) and [\(e\)](#). Specified, approved questionnaires and scripts must be utilized by tracers and are maintained, as well as the CG official COVID-19 Contact Tracing policy, on the Contact Tracing CG Portal page at <https://cg.portal.uscg.mil/units/cg1/CG11/SitePages/ContactTracing.aspx>.

## Chapter 9

### Isolation/Quarantine Procedures

1. When a person onboard is suspected of being a COVID-19 carrier, the following procedure will be followed. SMTC Medical and Division Officers will be responsible to the XO for implementation and ensuring:
  - a. Direct isolation/quarantine in residence or barracks per DMOA recommendations.
  - b. If members live in open-bay settings or in facilities with shared kitchen/bathroom facilities, arrange and fund separate lodging using AFC-34 funds as appropriate.
  - c. If the Designated Medical Officer Assigned (DMOA) or other competent authority advises member to quarantine/isolate away from their current residence at a location not provided or funded by the government, contact CG-13 for guidance regarding entitlements to offset costs.
  - d. Isolated/quarantined members must contact the SMTC Duty HS daily and report any COVID-19 symptoms such as fever or cough.
  - e. Isolated/quarantined members must not leave their isolation/quarantine except to attain essential goods and services (e.g. healthcare & groceries), and must use other personnel as much as possible to obtain these goods and services.
  - f. Isolated/quarantined personnel must remain separate from others within their residence and avoid sharing personal items for the duration of the isolation/quarantine period.
  - g. If isolation/quarantine away from the member's current living arrangement, coordinate with the cognizant **Area Housing Officers (AHOs), SMTC Barracks Manager and Camp Lejeune** to leverage existing government owned/managed housing options.
  - h. Ensure isolated/quarantined members are provided food and other basic needs during their isolation/quarantine. Consult guidance from CG-13 for further information.
  - i. Ensure civilian members provide medical documentation confirming their fitness for duty prior to allowing them to return to work.
  - j. Ensure Coast Guard personnel involved in the care of isolated/quarantined members use an N95 or higher-level respirator while within 6-feet of the member.
  - k. Ensure isolated/quarantined members use a surgical mask or other mask to cover their mouth and nose while within 6-feet of other members.
  - l. Ensure that Isolation/Quarantine rooms are designated, conspicuously labelled, and used only for isolation/quarantine.
  - m. Isolated/quarantined members must telework if deemed appropriate by XO.

## Chapter 10

### **Staff Leave/ Liberty**

1. All leave or liberty requests for travel outside a 200 mile radius from SMTCC must be routed to the Commanding Officer, via the Executive Officer, in accordance with current District Five policy. Division Officers are now authorized to approve and disapprove leave or liberty requests for travel inside a 200 mile radius of SMTCC. This order further allows Division Officers to delegate approval and disapproval of leave or liberty requests inside a 200 mile radius of Courthouse Bay to Branch Chiefs. The decision authority for leave and liberty must not be delegated any lower than the Branch Chief.
2. **Leave and Liberty Requests:** It is imperative that SMTCC continue to provide mission essential training while also supporting personnel leave opportunities. Exposure of unit members to COVID-19 can threaten the unit's ability to continue to conduct training. Therefore, when submitting leave or liberty requests, personnel must provide the following information to support the creation of an accurate risk assessment for potential exposure to COVID-19 while on leave:
  - a. Purpose of travel.
  - b. Date of departure and return.
  - c. Destination.
  - d. Mode of travel.
  - e. Any person(s) the member plans to travel with or come into close contact with during the leave period.
  - f. What areas the member will be traveling through.
  - g. Route of travel and plan for overnight lodging.
  - h. Lodging at final destination.
3. **Leave and Liberty Approval Decision:** As determined by a members' chain of command, every leave approval must also include a decision on whether to require a 14-day at home ROM following the leave period. Division Officers and Branch Chiefs must consider the following when deciding to approve leave and if a ROM period will also be required:
  - a. Consider all details provided by the member. Is the member at high risk for being exposed to COVID-19?
  - b. Is the member traveling to or through any high-risk areas? If so, what actions will be taken to avoid being exposed to COVID-19?
  - c. Does the Branch have enough personnel to conduct scheduled training and training support during the member's leave or liberty in addition to the 14-day telework period required upon return to the area?

- d. Will the Branch have enough personnel to conduct training and training support while the member is on leave or liberty and during the 14-day telework period if additional staff members are required to quarantine or self-isolate if exposed to or as a result of a positive COVID-19 test?
4. **ROM Following Leave:** The purpose of a post leave ROM to ensure the health, safety, and welfare of the member prior to returning an assigned duty section. Post leave ROM serves to mitigate the possible exposure of other unit members to COVID-19. Post leave ROM must commence on the day after the member returns to the area. Personnel in post leave ROM must remain at home unless exercising, shopping for essential supplies, or attending or accompanying an immediate family member to a medical appointment. Face masks must be worn outside the home when social distancing cannot be maintained. Every effort should be made by the members' chain of command to assign administrative work during a post leave ROM.

## Chapter 11

### **Utilizing Camp Lejeune Fitness Centers**

1. Unless otherwise directed, active duty staff and students not undergoing a ROM/T-ROM are authorized to use Camp Lejeune fitness centers and fitness pools. While COVID-19 remains a significant health risk, maintaining individual health and well-being is also critical. To balance the COVID-19 exposure risk in a fitness center environment, the following precautions must be observed by all members:
  - a. Wear a face mask while in the gym.
  - b. Thoroughly wipe down equipment prior to and after use.
  - c. When facilities are available, shower after gym use and prior to entering SMTC spaces. If shower facilities are unavailable, thoroughly wash hands as soon as practical following gym use.
  - d. Avoid wearing or taking used gym attire into SMTC spaces. Place used gym clothes and shoes in a disposable plastic bag immediately after exercising to mitigate potential contact spread of the virus and wash gym attire prior to reuse.
  - e. When available, use hand sanitizer prior to, during, and immediately following gym use.

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