



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 SMTC 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 SMTC'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> public drive and SMTC Portal: <https://cg.portal.uscg.mil/units/smtc/SMTC%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. MIGATION POLICY. SMTC'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. SMTC 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 SMTC 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 SMTC'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 SMTCINST 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	SIGNATURE
SOP Version 1.4	26JAN2021	2, 4, 6, & 10	
SOP Version 1.5	05MAR2021	1 thru 10	
SOP Version 1.6	21MAY2021	1, 2, 4, 10	
SOP Version 1.7	09JUL2021	1, 4, 5, 10	
SOP Version 1.8	11AUG2021	1, 2, 3, 4, 5, 10, 11	

# SMTC COVID-19 Standard Operating Procedures



Version 1.8  
11 Aug 2021

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## **1. COVID-19 Mitigation Measures**

- a. The following precautions shall be followed by SMTC staff and students to mitigate the spread of COVID-19:
  1. 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.
  2. All personnel must maintain a physical separation of at least six feet from others when able.
  3. All personnel must wear a face mask as outlined in Chapter 2 of this SOP.
  4. If feeling sick or if exposed to someone else feeling sick, stay at home and contact the Duty HS in accordance with [Chapter 3](#) of this SOP.
  5. 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.
  6. 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.
  7. Discourage all staff and students from using shared amenities like other workers' phones, desks, offices, or other work tools and equipment.
  8. All personnel must encourage respiratory etiquette, including covering coughs and sneezes.
  9. 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).
  10. 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>
  11. 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](#)

12. For site/job/task specific control measures, follow enclosure (2) of [reference \(a\)](#), [U.S. Coast Guard COVID-19 Risk Assessment Flowchart](#).
13. 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.
14. Personal fans must be configured to minimize air flow from one person to another by pointing down and away from others.
15. Shared/community items prohibited (e.g. food, dining ware & utensils prohibited).
16. Complete the COVID-19 Readiness Impacts and Command Self-Assessment as outlined in [reference \(b\)](#).



## **2. Use of Face Masks**

- A. In accordance with ALCOAST 285/21, all personnel (military, civilian, contractors, and visitors) must wear a face mask inside USCG operated buildings, with the exception of assigned barracks rooms, regardless of the ability to maintain social distancing and regardless of vaccination status. In addition, face masks must be worn in government vehicles when two or more occupants are together and when outdoors if physical distancing cannot be maintained, unless wearing a face mask creates undue risk during training (overheating students/staff, causing eye protection to fog, etc.). SMTC members are also required to follow local, state and USMC guidelines for use of face masks while onboard Camp Lejeune. Social distancing is defined as maintaining a physical distance of at least 6-feet from others.
- B. 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.
- C. SMTC staff and students may be issued reusable, washable face masks, procured by the unit and distributed through 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:
1. Cover the nose and mouth.
  2. Fit snugly but comfortably against the side of the face.
  3. Be secured with ties or ear loops.
  4. 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.
  5. Not have exhalation valves or vents.
  6. Allow for breathing without restriction.
  7. Be able to be laundered and machine dried without damage or change to shape.
  8. Not be shared.
- D. To properly don, doff, maintain, and store face masks, members must:
1. Wash their hands immediately before and after removing or handling the face cover.
  2. Be careful not to touch the areas near the nose and mouth, particularly when taking the face mask off.

3. 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.

### **3. 3. COVID-19 Reporting Requirements**

A. **SMTC Students / Military Staff:** All SMTC students and military staff members, regardless of vaccination status, must immediately contact the SMTC's DUTY HS at (910) 376-1426:

1. To report any COVID-19 like symptoms or suspected symptoms.
2. To report close contact with anyone exhibiting COVID like symptoms, close contact with anyone with suspected or confirmed COVID-19, or contact with a Person Under Investigation (PUI) with COVID-19.
3. To utilize the Caron Clinic COVID-19 phone triage procedures:
  - a. Caron Clinic Phone Triage Number: 910-440-7338, ext 3 (clinic nurse)
  - b. After Hours Triage: Nurse Advice Line (NAL), 800-874-2273, option 1. The NAL will provide help with arranging further evaluation/testing if warranted.
4. To conduct directed COVID-19 testing, SMTC will arrange transportation of students. Further guidance will be provided by the medical staff upon completion of testing.

B. **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 their primary care medical provider, civilian and contract staff members must also contact SMTC's DUTY HS at (910) 376-1426:

1. To report any COVID-19 like symptoms.
2. To report contact with a confirmed COVID-19 persons or contact with a PUI for COVID-19.
3. 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.***

## **4. Student COVID-19 Policy**

A. **Student Restriction of Movement (ROM) Requirements:** In accordance with ALCOAST 074/21, unvaccinated students with orders to SMTC must undergo a 14-day Home ROM (HT-ROM) period at the students' residence immediately preceding the scheduled course start date. HT-ROM procedures are outlined in the [HT-ROM Guide](#) posted on ETQC's portal site. Students unable to meet the HT-ROM requirements must immediately contact SMTC to coordinate completion of the HT-ROM period onboard SMTC. ROM conducted onboard a training center is referred to Training ROM (T-ROM). Students that have received an approved COVID-19 vaccine are considered fully vaccinated 14-days after receiving the last dose of the vaccine. Fully vaccinated Coast Guard members are not required to undergo a HT-ROM or T-ROM prior to attending training. Members attached to SMTC with orders to a SMTC course must follow the same HT-ROM procedures as other course students. Unvaccinated members attached to SMTC attending a course at SMTC must continue to follow the HT-ROM requirements for the duration of the course. SMTC members unable to follow HT-ROM requirements for the duration of the course will be provided a barracks room and remain onboard SMTC.

1. **Definitions:**

- a. **UNVACCINATED:** An individuals who has not completed the COVID-19 vaccination series specific to the vaccine received (1 dose series vs. 2 dose series), or has completed the vaccination series within 14-days from the scheduled start date of the course.
- b. **FULLY VACCINATED:** A person who has been administered both doses (unless it is a one-dose vaccine) AND is two weeks past their final dose of a COVID-19 vaccine. Fully vaccinated students are not required to complete HT-ROM or T-ROM.
- c. **ROM:** A limitation of personal liberty for the purpose of ensuring the health, safety, and welfare of personnel.

2. **HT-ROM Surveillance Testing:** In accordance with the [HT-ROM Guide](#), students shall complete an at home mail-in COVID-19 saliva test five days prior to arrival at SMTC. The SMTC Course Chief will manage testing of students with orders to SMTC to mitigate the travel and arrival of students that are COVID-19 positive. Testing procedures shall follow the following timeline:

Timeline	Action
28 days prior to arrival at SMTC	SMTC Course Chief contacts students to obtain the following information: <ul style="list-style-type: none"> <li>• Student Vaccination Status (<i>Fully vaccinate students are not required to undergo surveillance testing</i>)</li> <li>• Student name, DOB, &amp; DOD ID number</li> <li>• Name of health clinic student is assigned</li> </ul>

	<ul style="list-style-type: none"> <li>• Student Dept ID/Name</li> <li>• Student contact phone number</li> <li>• Student home mailing address or address where HT-ROM is being completed</li> </ul>
21 days prior to arrival at SMTC	<ul style="list-style-type: none"> <li>• <b>SMTC Course Chief</b> coordinates the ordering of test kits for all unvaccinated students</li> <li>• <b>SMTC Course Chief</b> coordinates email explaining surveillance testing procedures with HT-ROM Testing Checklist attached.</li> <li>• <b>Students</b> shall follow guidance regarding the establishment of an ixLayer account in accordance with the HT-ROM Testing Checklist</li> </ul>
5 days prior to arrival at SMTC	<ul style="list-style-type: none"> <li>• <b>Students</b> collect and ship a saliva specimen per the HT-ROM checklist and email guidance provided</li> <li>• <b>SMTC Course Chief</b> confirms all unvaccinated students mailed a saliva specimen in for testing</li> </ul>
3 days prior to arrival at SMTC	<ul style="list-style-type: none"> <li>• <b>SMTC Medical Branch</b> confirms ixLayer test results of students and passes result to the Course Chief</li> <li>• <b>SMTC Course Chief</b> immediately contacts students' command regarding a positive test ensuring orders are cancelled.</li> </ul>

3. **HT-ROM Documentation:** Students reporting to SMTC following completion of HT-ROM must immediately provide the SMTC Course Chief all required documentation per the [HT-ROM Guide](#). Documentation requirements include 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*. Failure to provide the appropriately completed documentation may result in the student's course disenrollment.
4. **T-ROM:** Unvaccinated students unable to meet the requirements of HT-ROM must complete T-ROM at SMTC.
  - a. BB-270 is SMTC's barracks and the primary T-ROM site for students prior to conducting close-contact training.
  - b. When barracks capacity allows, students will be assigned to a single room when undergoing T-ROM. If double or triple occupancy is required, the barracks manager will develop T-ROM room assignments with the support of the respective Course Chief. Only students in the same course will share a barracks room during T-ROM and while conducting training.
  - c. For the safety of students undergoing T-ROM, individual barracks will be provided with hand sanitizer, antibacterial soap, wipes, all-purpose cleaning spray, and toiletries to include toilet paper, trash bags, and paper towels.

- d. Students under T-ROM must maintain the cleanliness of their assigned barrack room to ensure proper hygiene. Only after T-ROM has been completed may the barracks cleaning staff be authorized to access the room(s).
- e. For replenishment of cleaning supplies and to report any issues with individual rooms, students must contact the Barracks Manager at (910) 581-9433 or SMTC's OOD at (910) 376-0824. Students should allow 24 hours for replenishment of supplies.
- f. While in T-ROM, students are not authorized access to SMTC classrooms or spaces. However, students may access the Courthouse Bay Marine Mart to purchase personal items while wearing a face mask in accordance with Chapter 2 of this SOP. Students may also access the barracks laundry room and the designated meal delivery location per established laundry and meal delivery schedules. 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.
- g. Use of a POV is only authorized when accessing the Courthouse Bay Marine Mart. Only members assigned to the same room may ride in the same vehicle while in T-ROM.
- h. T-ROM OUTDOOR RESILIENCY ACTIVITIES: 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.
- i. COVID-19 REPORTING REQUIREMENTS: Students must conduct self-monitoring and immediately notify the SMTC 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.
- j. COVID-19 SYMPTOMATIC STUDENTS: Students exhibiting COVID-19 symptoms will normally be moved to a designated isolation room after completing Camp Lejeune's phone triage procedures. If occupying a room with another student, the other student may also be moved to a separate isolation room. Rooms vacated by symptomatic students must be sealed off until appropriate contract cleaning can be completed.

**B. Post T-ROM / HT-ROM Student Policy**

1. **Mask Wear.** All SMTC students shall follow all COVID-19 mitigation measures and face mask wear requirements outlined in [Chapter 1](#) and [Chapter 2](#) of this SOP.
2. **Self-Observe.** All SMTC students must remain alert for fever or chills in accordance, 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. Students shall immediately contact the SMTC Duty HS at (910) 376-1426 if experiencing any of the symptoms described above.
3. **Eliminate All Non-Essential Cross Course Student and Staff close contact.** Students must prevent close contact with students in other SMTC courses to prevent cross course exposure.
4. **Student Liberty:**
  - a. **Unvaccinated Students:** To reduce COVID-19 impacts to individual courses, unvaccinated 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 and Jacksonville. All open on base Camp Lejeune MWR activities (fitness centers, dining, theaters...) remain available to unvaccinated students. A list of fitness, recreation, shopping, and dining options onboard Camp Lejeune can be accessed at the following link: <http://www.mccslejeune-newriver.com/outdoor/>
  - b. **Vaccinated Students:** Vaccinated students are authorized off base liberty during non-training hours. However, students must request and receive approval through the designated Course Chief to travel more than 60 miles from Courthouse Bay or remain overnight away from the members assigned barracks room. Vaccinated students must still follow all USCG, USMC, and state mandates specific to COVID-19. Vaccinated students must not intentionally come into contact with COVID-19 positive or exposed persons during off base liberty. In addition, vaccinated students must minimize all non-essential contact time exposures to others except for assigned SMTC barracks roommate(s). While the COVID-19 vaccine does significantly reduce the chance of infection, it does not provide complete protection. As a result, vaccinated students must still take precautions to reduce potential exposure to the COVID-19 virus.

**NOTE:** *Students that have received the full series of a COVID-19 vaccination but do not meet the definition of vaccinated as a result of the 14-day post vaccination series requirement, will be considered fully vaccinated on the 14<sup>th</sup> day after receiving the last dose of the vaccination series. .*

## **5. Staff ROM Guidance**

- A. **Unvaccinated 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 their vaccinated status, 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. Unvaccinated SMTC staff in increased ROM (**all active course close contact essential training cadre**) are prohibited from close contact with other unvaccinated SMTC staff members not under the increased staff ROM protocols. Those members in close contact must:
1. Wear a face mask IAW Chapter 2 of this SOP, unless wearing it has been objectively determined to create additional training safety risk and approved by the command.
  2. 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.
  3. Minimize interaction with others outside the immediate family/household.
  4. Not wear uniforms while transiting to and from SMTC to avoid home cross-contamination.
  5. Eliminate close contact with all other students and SMTC staff unless it is deemed absolutely mission essential.
  6. Report to the command if spouse/household member is an essential or high-risk employee (healthcare worker, first responder, grocery retail, etc.).
  7. Strictly follow the self-observe guidelines described above.
- B. **Social Distancing.** All SMTC staff members must maintain social distancing parameters with all students until the completion of the 14-day HT-ROM or T-ROM period has been completed. However, when feasible, instructors and support staff must attempt to maintain a physical distance of at least 6-feet from students and other staff members.



## **6. SMTC Rapid Testing**

- A. 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.
- B. 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.
- C. 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:
1. **Eligibility for rapid testing:** SMTC will follow the testing eligibility criteria found in the Abbott BinaxNOW Ag CARD (SARS-CoV-2) HSWLSCTCTO. Personnel exhibiting COVID-19 related symptom(s) **except** for the explicit symptom of loss of taste or smell shall be tested with the Abbott BinaxNOW COVID-19 Antigen (Ag) Card test. Personnel presenting the symptom of loss of taste or smell will have a clinical diagnosis of COVID-19 and will follow the same protocol as if a positive rapid result was obtained.
  2. **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.
  3. **Negative Rapid Test Result:** The Medical Branch will determine appropriate action for all personnel that test negative.
  4. **Sample Collection:** Upon reporting of symptoms IAW [Chapter 3](#) of this SOP, controlled sample collection must either be completed inside the respective student(s) room or other designated location as directed by SMTC Medical Department. Sample collection will be by the patient per the instructions in the Abbott BinaxNOW Ag CARD (SARS-CoV-2) HSWLSCTCTO.

5. **Test Processing:** A single barracks room outfitted with required 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.
  6. **Compliance:** All testing is performed on the E. City Clinical Laboratory Improvement Amendment (CLIA) certificate. To perform testing SMTC must meet the following requirements:
    - a. Have a copy of the E. City CLIA Certificate.
    - b. Insure all personnel are trained and competency verified using the training and competency form located in the Abbott BinaxNOW Ag CARD (SARS-CoV-2) HSWLSCTCTO.
    - c. All personnel performing testing must have read and signed off on the Abbott BinaxNOW Ag CARD (SARS-CoV-2) HSWLSCTCTO.
    - d. Temperatures must be taken and documented on the approved environmental monitoring log sheet.
    - e. All tests must be ordered by the appropriate Medical Officer and results reviewed by the Medical Officer.
    - f. Testing personnel must follow all guidance as provided in the Abbott BinaxNOW Ag CARD (SARS-CoV-2) HSWLSCTCTO.
  7. **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.
- D. Regardless of rapid testing capability; given the ongoing exponential growth of the COVID-19 spread across the United States, and essential SMTC close contact training, adherence to the fundamental COVID-19 mitigations is even more essential today than it has been at any point during the ongoing Pandemic! **Physically Distance, Wear a Mask, and Wash Your Hands!**

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

- A. 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.
1. 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.
  2. Quarantine/Isolate in accordance with [reference \(a\)](#), as outlined in [Chapter 9](#) of this instruction.
    - a. 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.
    - b. 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 must minimize contact with others and only go out for groceries, medicine, or other essentials. Based on CDC's definition.
    - c. Release of members in quarantine/isolation shall be directed by the Duty HS and SMTC's XO.
  3. 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.
  4. 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.
  5. The Logistics Branch shall direct and verify that personnel update their CGPAAS status in accordance with latest guidance at <https://cgpaas.uscg.mil>.

## **8. Contact Tracing of Unit Staff and Students**

- A. 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.
- B. A close contact is someone who was near a person with known or suspected COVID-19:
1. For at least 10 minutes (cumulative within a 24-hour period).
  2. At a distance of less than 6-feet.
  3. Without properly worn Personal Protective Equipment (PPE).
  4. 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.
- C. 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:
1. 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.
  2. 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.
  3. 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.
- D. 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>.
- E. **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>.

## **9. Isolation/Quarantine Procedures**

- A. 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:
1. Direct isolation/quarantine in residence or barracks per Designated Medical Officer Assigned (DMOA) recommendations.
  2. 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.
  3. If the 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.
  4. Isolated/quarantined members must contact the SMTC Duty HS daily and report any COVID-19 symptoms such as fever or cough.
  5. 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.
  6. Isolated/quarantined personnel must remain separate from others within their residence and avoid sharing personal items for the duration of the isolation/quarantine period.
  7. 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.
  8. Ensure isolated/quarantined members are provided food and other basic needs during their isolation/quarantine. Consult guidance from CG-13 for further information.
  9. Ensure civilian members provide medical documentation confirming their fitness for duty prior to allowing them to return to work.
  10. 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.
  11. Ensure isolated/quarantined members use a surgical mask or other mask to cover their mouth and nose while within 6-feet of other members.
  12. Ensure that Isolation/Quarantine rooms are designated, conspicuously labelled, and used only for isolation/quarantine.
  13. Isolated/quarantined members must telework if deemed appropriate by XO.

## **10. Staff Leave/ Liberty & Travel Restrictions**

**A. General Leave Policy:** Domestic leave approval differs based on the military members' vaccination status and leave location. **In accordance with ALCOAST 285/21, local travel is defined as 350 miles or less from SMTC's Academic Building (BB-326).**

1. Unvaccinated Military Members: Leave or liberty requests within the defined local travel zone shall be routed to the member's Branch Chief for approval. Branch Chiefs shall review local leave requests and may disapprove leave requests that create undue risk of exposure or potentially require members to Home ROM following the completion of the approved leave. Requests for travel beyond the designated local travel zone based on a family emergency may be routed through the Branch Chief to the CO or XO for consideration. All leave and liberty requests to travel beyond the local travel zone must include detailed information on the reason for the request, the members planned activities, and COVID-19 exposure mitigation measures. Unvaccinated members returning from approved leave or liberty from outside the local travel area may be required to conduct a 14 day ROM upon return or receive a negative COVID-19 test taken three days after return to the local area prior to returning to work.
2. Vaccinated Military Members: Leave or liberty requests within and beyond the defined local travel zone shall be routed to the member's Branch Chief for approval. Branch Chiefs shall also review planned leave activities and identify requests that may create an undue risk of exposure. Recommendations to disapprove leave or require ROM for vaccinated military members shall be routed to the CO or XO for approval.
3. Vaccinated and unvaccinated members shall follow COVID-19 reporting protocols contained in Chapter 3 if symptomatic or if it is known or suspected they were exposed to a symptomatic or COVID positive person while on duty or during an authorized leave or liberty period.

### **B. Foreign Leave and Liberty Requests:**

1. Requirements for travel to a foreign country while on leave or other authorized absence is outlined in the Military Civil and Dependent Affairs Manual, COMDTNST M1700.1 (series) and the Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series).
2. In addition to meeting foreign travel requirements outlined in the references listed above, vaccinated military members shall additionally route a foreign travel request memo to SMTC's Commanding Officer through the military member's chain of command. Per ALCOAST 285/21, unofficial travel for unvaccinated military members to or through foreign countries or territories is prohibited. However, members may request a foreign travel waiver memo to the first Flag Officer/SES in the chain of command through SMTC's Commanding Officer. Vaccinated foreign travel request memos and unvaccinated waiver request memos shall include the following information:
  - a. Vaccination status of the member
  - b. Vaccination status of others that are accompanying member
  - c. Purpose of travel

- d. Requested date of departure and return
- e. Mode of travel
- f. Destination
- g. The destination COVID-19 level per the Center for Disease Control's (CDC) Travel Health Notice (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/>). More specific COVID-19 threat information or transmission rate specific to the country's region traveling too may also be included. Information sources used to list COVID threat information other than the CDC must be cited.
- h. Lodging description at final destination
- i. Leave activities expected to be conducted (ex. Surfing, shopping, hiking)
- i. Relationship and anticipated number of persons that will come into close contact with member while on leave/liberty
- j. Mitigation measures that will be taken to reduce potential exposure
- k. Any additional information the member feels is relevant (optional)

**Note:** *Booking foreign leave or liberty travel is not recommended until travel approval is received.*

- 3. Unofficial travel for unvaccinated civilian, reservists not on orders, and dependents to or through foreign countries or territories is highly discouraged. If travel to or through a foreign country or territory is conducted, the civilian member, reservist, and active duty sponsor of the dependent shall notify their Division Officer through the Branch Chief for potential screening or ROM prior to returning to the workspace.
- 4. Contract personnel that have traveled (or plan to travel) to or through foreign countries or territories are required to notify their Contracting Officer's Representative.
- 5. Unvaccinated personnel to include onsite contractors returning from travel to or through foreign countries shall not return to a SMTC workspace within 14 days of completing referenced travel or without the results of a negative COVID test taken within 3 days of return to work.



## **11. Visitors to SMTC**

- A. In accordance with ALCOAST 285/21, visitors to SMTC must provide information on their vaccination status by providing a record of immunization. Visitors who are unvaccinated or decline to provide their vaccination status must provide proof of a negative COVID-19 PCR test from no later than the previous 3 days prior to entry into a SMTC building or in-person participation in a SMTC hosted meeting or indoor event. Foreign visitors providing proof of vaccination with a vaccine listed on the World Health Organization Emergency Use List will meet this burden of proof.
- B. Visitors are defined as any person not assigned to SMTC or a unit onboard Camp Lejeune.