

**RECORD OF CHANGES**

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# SMTC COVID-19 Standard Operating Procedures



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## Chapter 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 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; riding in vehicles, etc.).
  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 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.
  6. 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.
  7. 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.
  8. Discourage all staff and students from using shared amenities like other workers' phones, desks, offices, or other work tools and equipment.
  9. All personnel must encourage respiratory etiquette, including covering coughs and sneezes.
  10. 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).
  11. 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>

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

## Chapter 2

### Use of Face Masks

- A. All SMTC members (Uniformed/GS/Contractors) and students' onboard Camp Lejeune/SMTC assets, and all Federal 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 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.
- B. 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.
- C. 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:
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.

## Chapter 3

### COVID-19 Reporting Requirements

- A. **SMTC Students / Military Staff:** All SMTC students and military staff members 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 members within your household that are exhibiting symptoms consistent with COVID-19 or that were tested for COVID-19.
  3. 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.
  4. 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.
  5. 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.
- 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.***



## Chapter 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 conditions and requirements 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). 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 individual 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. **VACCINATED:** An individual who has completed the COVID-19 vaccination series specific to the vaccine received (1 dose series vs. 2 dose series) more than 14-days prior to the start date of the scheduled training. Vaccinated students are not required to complete ROM.
- c. **ROM:** A limitation of personal liberty for the purpose of ensuring the health, safety, and welfare of personnel.

2. **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.

3. **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 MEAL PROCEDURES:
    - (1) 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.*

- (2) **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.

**NOTE:** *To avoid attracting insects, it is strongly recommended students discard excess food and used plates and utensils in outdoor trash receptacles.*

- i. **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.
- j. **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.
- k. **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. 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, 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 post ROM 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 their 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 CG, USMC, and state mandates specific to COVID-19. The proper use of face mask and social distancing protocols must still be followed regardless of vaccination status. 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 for liberty purposes on the 14<sup>th</sup> day after*

*receiving the last dose of the vaccination series. Vaccination status of all AD members can be verified in [CGBI Cubes/Reports – COVID Personnel Vaccination Status - Command](#).*

## Chapter 5

### Staff ROM Guidance

- A. **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:
1. Wear a face mask 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.** 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.
- C. **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.
- D. **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

- 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!**

## Chapter 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 should 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 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>.

## Chapter 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>.

## Chapter 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 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 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.
  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.

## Chapter 10

### Staff Leave/ Liberty

A. Regardless of vaccination status, leave or liberty requests for travel outside a 200 mile radius from SMTC must be routed to the Executive Officer, via the Branch Chief, in accordance with current District Five policy. Division Officers are authorized to approve and disapprove leave or liberty requests for travel inside a 200 mile radius of SMTC. 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. The purpose of this more stringent leave policy is to evaluate the risk of members contracting and potentially spreading the COVID-19 virus as a result of leave and liberty activities. Post leave and liberty ROM is a tool to help mitigate the spread of COVID-19 by SMTC members. ROM serves to mitigate the possible exposure of other unit members to COVID-19. Post leave and liberty ROM must commence on the day after the member returns to the area. Personnel in 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 and liberty ROM.

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

1. When submitting leave or liberty requests, SMTC members must accurately complete and route the [SMTC Leave Risk Assessment Tool](#) and provide the following information to support the creation of an accurate risk assessment for potential exposure to COVID-19 while on leave:
  - a. Vaccination Status of Member
  - b. Purpose of travel.
  - c. Date of departure and return.
  - d. Destination.
  - d. Mode of travel.
  - f. Relationship and anticipated number of persons that will come into close contact with member while on leave/liberty.
  - g. If traveling by POV, the basic route of travel and anticipated overnight lodging locations.
  - h. Lodging description at final destination.
2. Vaccinated Staff Members: Based on the protections that current COVID-19 vaccines provide, vaccinated SMTC staff members shall not generally be required to undergo a post leave or liberty ROM. A vaccinated person is defined as an individual who has completed the COVID-19 vaccination series specific to the vaccine received (1 dose series vs. 2 dose series) more than 14-days prior to the start of the scheduled leave date. However, if anticipated leave activities prevents the following of COVID-19 mitigation

measures outlined in Chapter 1 or use of a face mask in accordance with Chapter 2, a ROM period may be imposed. Branch Chiefs must discuss these unique situations directly with the XO to determine the appropriate course of action.

3. Unvaccinated Staff Members: Unvaccinated staff members pose a significantly greater risk of contracting and spreading the COVID-19 virus. Therefore, members may be required to undergo a post leave ROM if the requested leave activities scores 30 or greater on the [SMTC Leave Risk Assessment Tool](#). Supervisors and Branch Chiefs must work closely with members to balance individual leave request with unit mission requirements to ensure adequate staffing remains available to support scheduled courses.