



NAVFAC Southwest Response to COVID-19

for
Society of American Military Engineers
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***The views expressed by the presenter do not necessarily represent the views of the Agency.*

***Data contained herein is based on the best available information and is subject to change.*

NAVFAC Southwest



BE PART OF THE MISSION
REBUILD NAVAL AIR WEAPONS STATION CHINA LAKE

STILL HERE, STILL HIRING

ACCELERATE THE EARTHQUAKE RECOVERY EFFORT

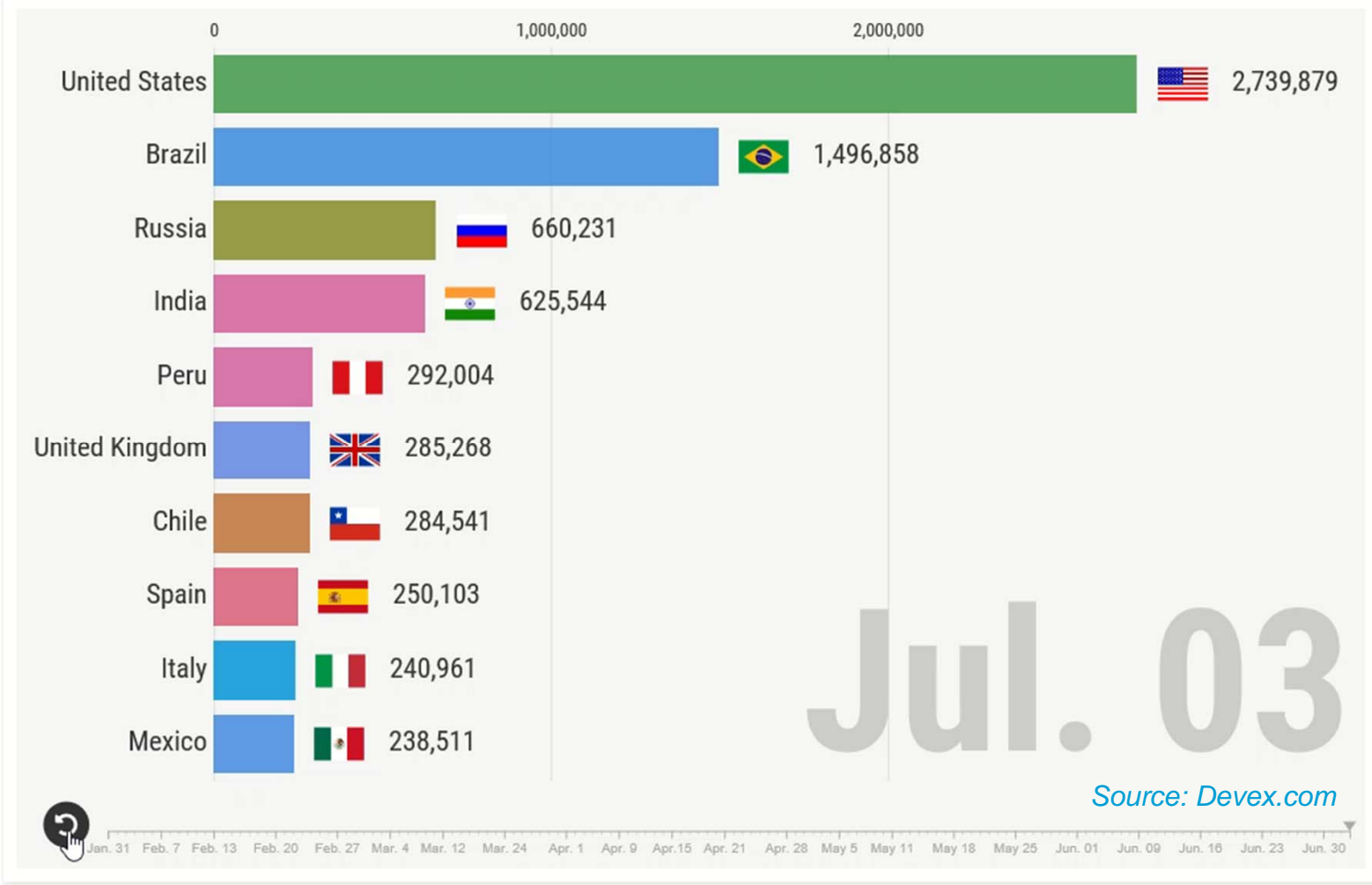
APPLY TODAY

UP TO 25% RELOCATION/RECRUITMENT INCENTIVE!

[HTTPS://WWW.NAVFAC.NAVY.MIL/SWCAREERS](https://www.navfac.navy.mil/swcareers)



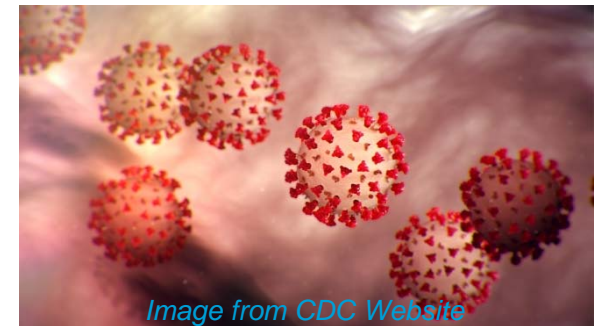
COVID Timeline



Chronology



- **Late Jan:** Initial travel restrictions to certain countries.
- **3 March** Increased NAVFAC travel limitations.
- **4 March:** CA declares State of Emergency
- **4 March:** Universities switched to online classes, sports cancelled
- **11 March:** DoD Guidance for Personnel Travel
- **13 March:** Federal National Emergency Declared
- **15 March:** Navy Issues Stop Movement Order
- **18 March:** NAVFAC SW Enters into COOP Phase 1
- **19 March:** CA issues Shelter in Place Order
- **19 March:** DHS identifies essential critical infrastructure workers including the Defense Industrial Base
- **20 March:** NAVFAC SW enters into COOP Phase 2
- **5 April:** CNO directs all personnel on DoD property wear face coverings
- **8 May:** CA begins Reopening in Phases
- **18 May:** NAVFAC SW Implements Reverse COOP Phase 1
- **15 June:** NAVFAC SW Implements Reverse COOP Phase 2
- **24 June:** USFF Issues Order Restricting Military to/from Work
- **02 July:** Conditions-Based Approach for Military Leave/Liberty
- **09 July:** Region reverts to Reverse COOP Phase 1



DoD Global Campaign Plan



USNORTHCOM Implementation of DOD Global Campaign Plan:
DOD Global Campaign Plan (GCP) for Pandemic Influenza and Infectious Disease (PI&ID)-3551-13 contains the frame work for handling a wide spread infectious disease. Specific phases below:

- 0 - Shape, planning and building capacity.
- 1 - Protect, crisis defined, protect the force.
- 2 - Mitigate, sustain mission essential functions.
- 3 - Respond, defense support to civilian authorities.
- 4 - Stabilize, restore services.
- 5 - Transition and recovery.



DoD Health Protection Condition (HPCON)



This is Health Protection Condition and is similar to Force Protection Condition (FPCON), with following conditions:

- **0 - No restrictions, good hygiene.**
- **A - Limited, isolated cases similar to cold and flu season on a normal year. Be alert to health issues and report.**
- **B - Moderate, wide spread health concerns, limit social contact and if sick, stay home.**
- **C - Substantial, large scale community affect, cancel social and work gatherings.**
- **D - Severe, healthcare system strained, lock down all but most critical functions.**



NAVFAC SW Continuity of Operations Plan (COOP)



- **Locally developed plan, with specific actions in response to “slowing the spread and flattening the curve” of COVID-19**
- **Phased Plan**
- **Intent: Protect health and well-being of the workforce while maintaining mission readiness to the maximum extent practicable**
- **Three Priorities:**
 - Protecting our people
 - Maintaining mission readiness
 - Supporting the whole-of-government effort
- **Installation Public Works Officers directed to tailor guidelines / authorities as applicable to installation and or team mission.**



NAVFAC SW Phased COOP



NAVFAC Southwest Continuity of Operations Plan (COOP):

- **0: Preparations.**
- **I: Maximize telework and send at risk personnel home on telework or Admin leave, reduce non-mission essential activities (locally determined).**
- **II: Continue to reduce personnel at work to include rotating mission essential personnel to limit exposure and close additional functions as possible.**
- **III: Only critical functions remain (similar staffing for a holiday), watch standers, safety, utilities.**



Photo courtesy of NAVFAC SW PAO

Screening Questionnaire



Entry denied if any one of the following conditions met:

- Symptoms in past 24 hours.
- International travel in past 14 days.
- Domestic travel outside authorized travel radius in past 14 days.
- Close personal contact with anyone diagnosed with COVID-19 in past 14 days.
- Temperature check (100 degrees).



U.S. Navy Photo by MCC Gary Keen

CUSFF/NAVORTH COVID-19 Screening Questionnaire (V2020.04.18)	
1. IN THE PAST 24 HOURS, have you had any of the following symptoms?	YES NO
a. Fever	
b. Cough (not due to allergies)	
c. Sore Throat	
d. Shortness of Breath	
e. Loss of smell or taste	
If "YES", LEAVE/DO NOT ENTER the workplace, GS inform supervisor, CTR inform employer, uniformed personnel inform chain of command, put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance. ¹ Entry denied	
2. Have you TRAVELED INTERNATIONALLY in the past 14 days?	YES NO
If "YES", LEAVE/DO NOT ENTER the workplace. <u>Uniformed personnel:</u> Complete 14 days of ROM. ² Entry denied <u>GS/contractor:</u> DO NOT ENTER workplace for 14 days and inform supervisor/employer. ³ Follow CDC Guidance. ³ Entry denied	
3. Have you TRAVELED DOMESTICALLY (U.S.) outside of your authorized local travel radius in the past 14 days?	YES NO
If "YES", LEAVE/DO NOT ENTER the workplace. <u>Uniformed personnel/GS/contractor:</u> DO NOT ENTER workplace and contact supervisor/employer for additional guidance. ² Refer to NMCPHC assessment of state/county specific risk (CAC required). ⁴	
4. Have you had CLOSE PERSONAL CONTACT, with anyone who has been diagnosed with COVID-19 in the past 14 days? (per criteria below)	YES NO
a. Within 6 feet for prolonged period of time	
b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.)	
If "YES", LEAVE/DO NOT ENTER the workplace. Put on a clean mask or cloth face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival) for quarantine determination. Entry denied	
5. TEMPERATURE CHECK (due to close proximity, screeners should wear cloth face covering or other mask as available):	
a. If temperature is <u>less</u> than 100°F (37.8°C), allow access. Screening is complete.	
b. If temperature is equal to or <u>higher</u> than 100°F (37.8°C), LEAVE/DO NOT ENTER the workplace, GS inform supervisor, CTR inform employer, uniformed personnel inform chain of command, put a clean mask on when one is available, and contact/report to your medical provider (call ahead to inform them of your pending arrival). Follow CDC Guidance. ¹ Entry denied	

Implementation



- **Non telework eligible personnel placed on weather and safety leave when not in productive status.**
- **Supervisors required to provide work to maximum extent possible.**
- **Supervisors required to conduct daily meetings with their teams.**
- **Telework agreement requirement suspended.**
- **Telework eligible employees allowed use of weather and safety leave for time required to care for dependents (with requirements).**
- **Employees could be recalled and report if needed.**
- **Employees could use personal devices, NOT personal e-mail.**
- **Employees required to notify supervisor when commencing and ending work daily, with accomplishments.**
- **No classified information/safeguard personally identifiable information**

Photo from ehsdailyadvisor.blr.com



Photo from bbc.com

Information Technology



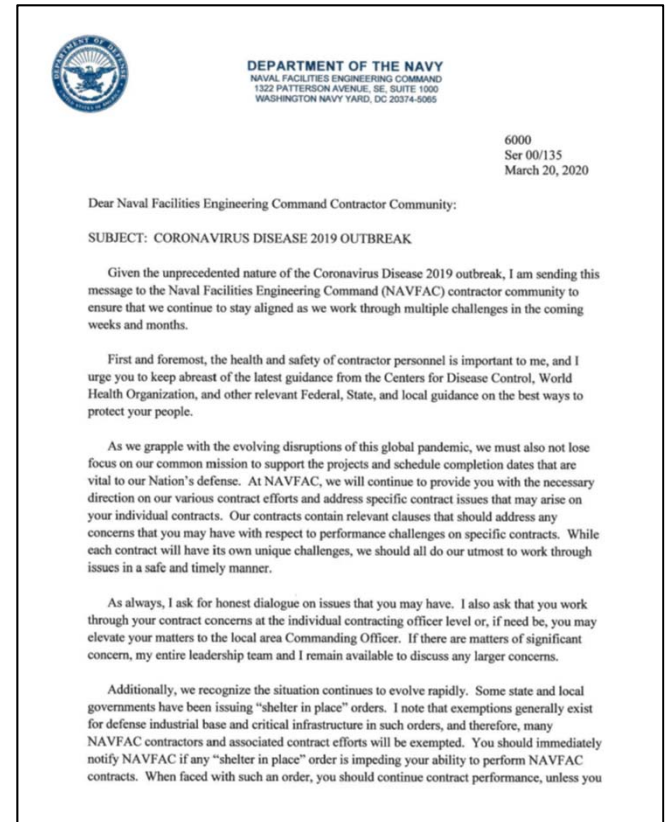
- **One of the biggest initial challenges.**
- **Issue with use of Outlook Web Access, connections, latency.**
- **Conference call numbers reaching capacity.**
- **Overcome through increasing the number of VPN connections worldwide and capacity of Outlook Web Access.**
- **Introduced Microsoft Teams capability and ability to access from personal and work computers and smart phones.**
- **Limited number of headsets and webcams purchased.**
- **Positive feedback on productivity- recognition that telework policies should be revisited.**



Contracts and Contractors



- Embedded contractor personnel treated same as Government for reporting to work purposes; mission driven.
- Installation Commanding Officers determined which contracts mission essential.
- Letters:
 - Feb 6: No access to Contractor personnel returning from China for 14 days
 - Mar 20: Notification of restricted base access & mission vs non-mission essential contracts
 - Mar 20: NAVFAC HQ message to ensure continued alignment
- Mar 27: Coronavirus Aid, Relief, and Economic Security (CARES) Act



CARES Act FAQs:
<https://www.acq.osd.mil/dpap/pacc/cc/COVID-19.html>

Communication



- **Daily meeting with teams to check in/transmit information.**
- **Daily reporting by location of positive cases, PUI, ROM, hospitalization, recovered, deaths**
- **Weekly calls with all leadership to discuss guidance/policy changes/ answer questions.**
- **NAVFAC Chief All Hands**
- **Leadership videos:**
 - Pac Commander
 - Supported command thanks
 - “We Are NAVFAC Strong”
- **CO “Checking In on You” Weekly E-mails.**
 - Pass along information
 - Provide encouragement
- **Awards presentations via MS Teams.**

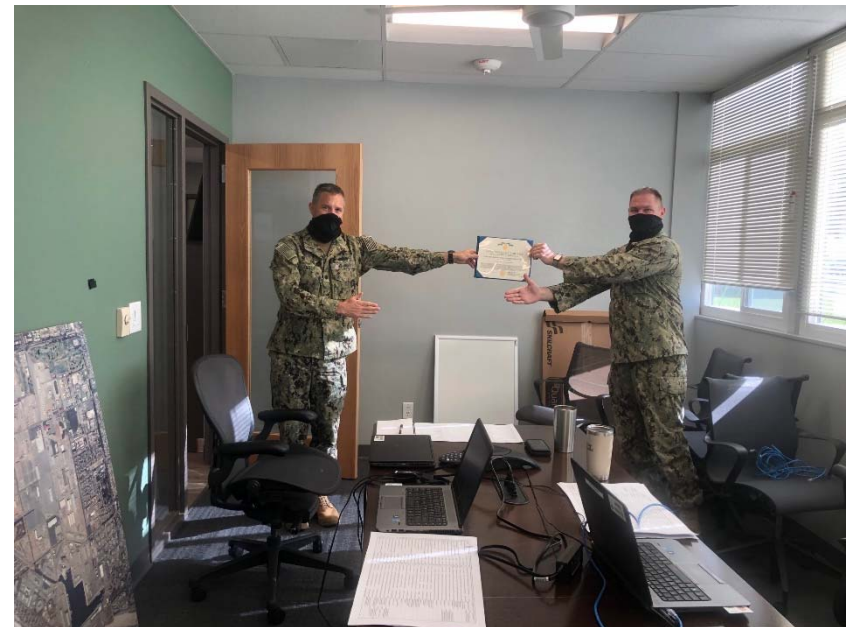
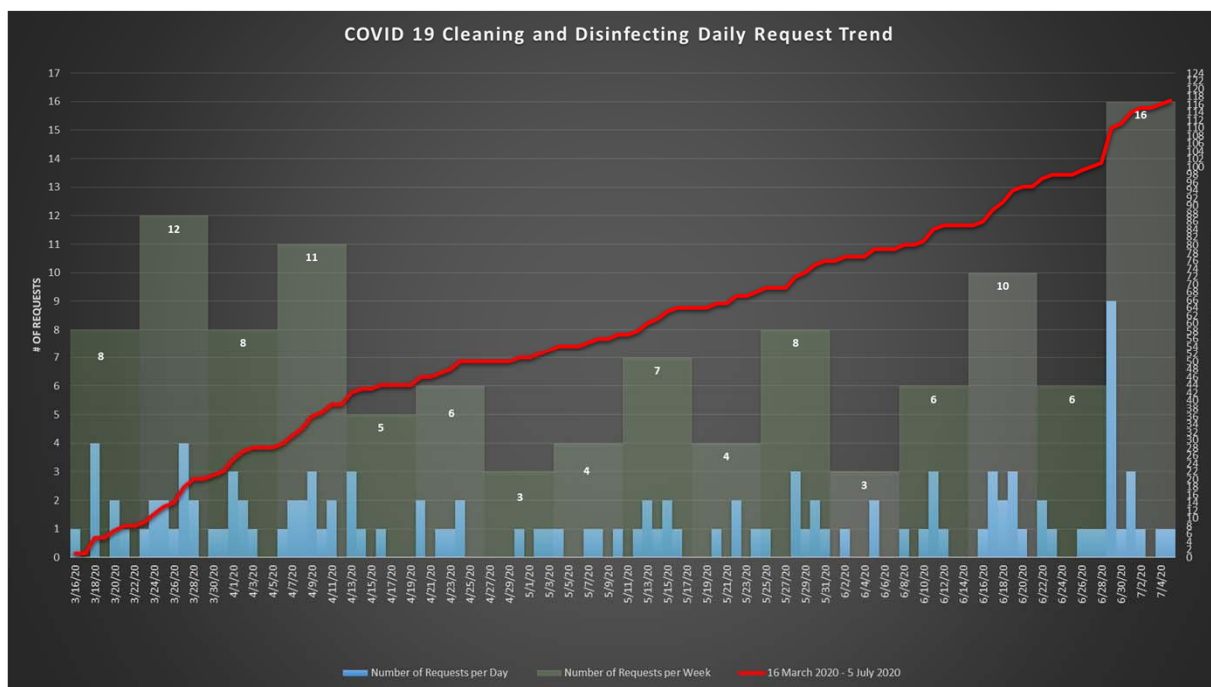


Photo courtesy of NAVFAC SW PAO

Regional Biomedical Cleaning Contract



- Awarded 16 April for SW Regional requirements for Navy/Marine Corps
- Not-to-Exceed \$2.6M
- Covers cleaning and disinfecting facilities persons with confirmed cases of COVID-19 have visited
- Cleaning and disinfection in accordance with CDC recommendations
- 118 requests as of 5 July for total thus far of \$970k



Other Considerations



- **Travel:**

- Initial stop movement
- Flag approval required
- Conditions based methodology



- **Onboarding:**

- Continued with adjustments
- 14 day ROM if from outside area
- Virtual New Employee Orientation



- **Mexico Commuters**

- Fairly small numbers
- Directed to remain at home or telework



Return to Work – “Reverse COOP”



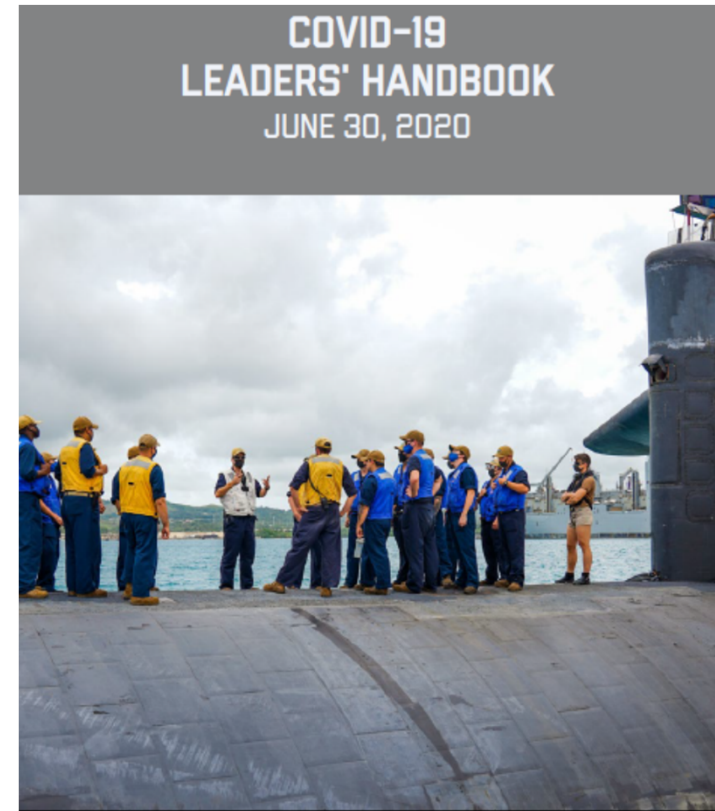
- **Essentially Reverse Order – currently in Phase 2.**

- Phase 1: Key and Essential leadership returned 18 May.
- Phase 2: Lift mandatory telework restrictions and non-telework eligible employees returned 15 June.
- Phase 3: Return of telework eligible employees
- Phase 4: Return of high risk, living with high risk, etc.

- **Self-certification process to identify:**

- High risk as defined by the CDC
- Living with high risk
- Irreconcilable home issues created by the pandemic (childcare)

- **Self-certified employees considered for return in last phase.**



RTW Operating Procedures



- **Screening**
- **Masks in common areas**
- **Ensure employees physically distanced**
- **Cleaning supplies throughout buildings and protocols**
- **Continue virtual meetings**
- **Leave doors open to minimize touch points**
- **Secure water fountains**
- **No social gatherings/food sales**
- **Training required prior to employees returning to work**
- **One person in vehicle or mask required**
- **Limit personnel in elevators**
- **Military restrictions- only to/from work authorized, civilians encouraged to follow same**



Summary



- COOP planning and implementation have proven successful thus far.
- Of ~3500 employees, <15 total cases, individual vectors, no spread at work.
- No significant mission impact.
- With rapidly evolving situation at the beginning, many local decisions were required.
- Response warranted flexibility due to daily changes/additions to guidance.
- Consistent communication was key to providing updated information and encouragement to personnel.
- Employee self-certification process protects high-risk population.
- Installations must now meet “gating criteria” to reopen services; our PWDs will follow installation lead.
- Lasting improvements to operating tools (MS Teams, telework) will be seen as a result of the pandemic.
- Continue to monitor local conditions for adjustments that may be required.



Future Workload



Search
"NAVFAC
Southwest"

Future Workload
Report
at
NAVFAC
Southwest
Homepage
USEFUL LINKS

The screenshot shows the NAVFAC Southwest website. At the top left is the NAVFAC logo and the text "NAVFAC Southwest". To the right is a search bar with "Enter Query" and a magnifying glass icon. Below the search bar are links for "Employees", "eProjects SC Access", and "View Map". A navigation menu contains "ABOUT US", "CONTACT US", and "NEWS". The main content area features a large image of workers in safety gear performing maintenance on high-voltage electrical equipment. To the left of the image is a news article titled "NBPL 69KV Cable Termination Repair" with a brief description. Below the image is a "USEFUL LINKS" section with three items: "Contractor Visit Protocol", "Future Workload Projection for Q3 FY2017", and "How to Obtain an Architect-Engineer Contract with NAVFAC Southwest". To the right of the image is an "ANNOUNCEMENTS" section with a "View All" link and a notice about website security updates. Below the announcements is another "USEFUL LINKS" section with four items: "Contractor Visit Protocol", "Future Workload Projection for Q3 FY2017", "How to Obtain an Architect-Engineer Contract with NAVFAC Southwest", and "New Hire" Information. At the bottom of the page is a URL: http://www.navfac.navy.mil/navfac_worldwide/atlantic/fecs/southwest.html

Full transparency on projects & acquisition tools

Backup

Terms



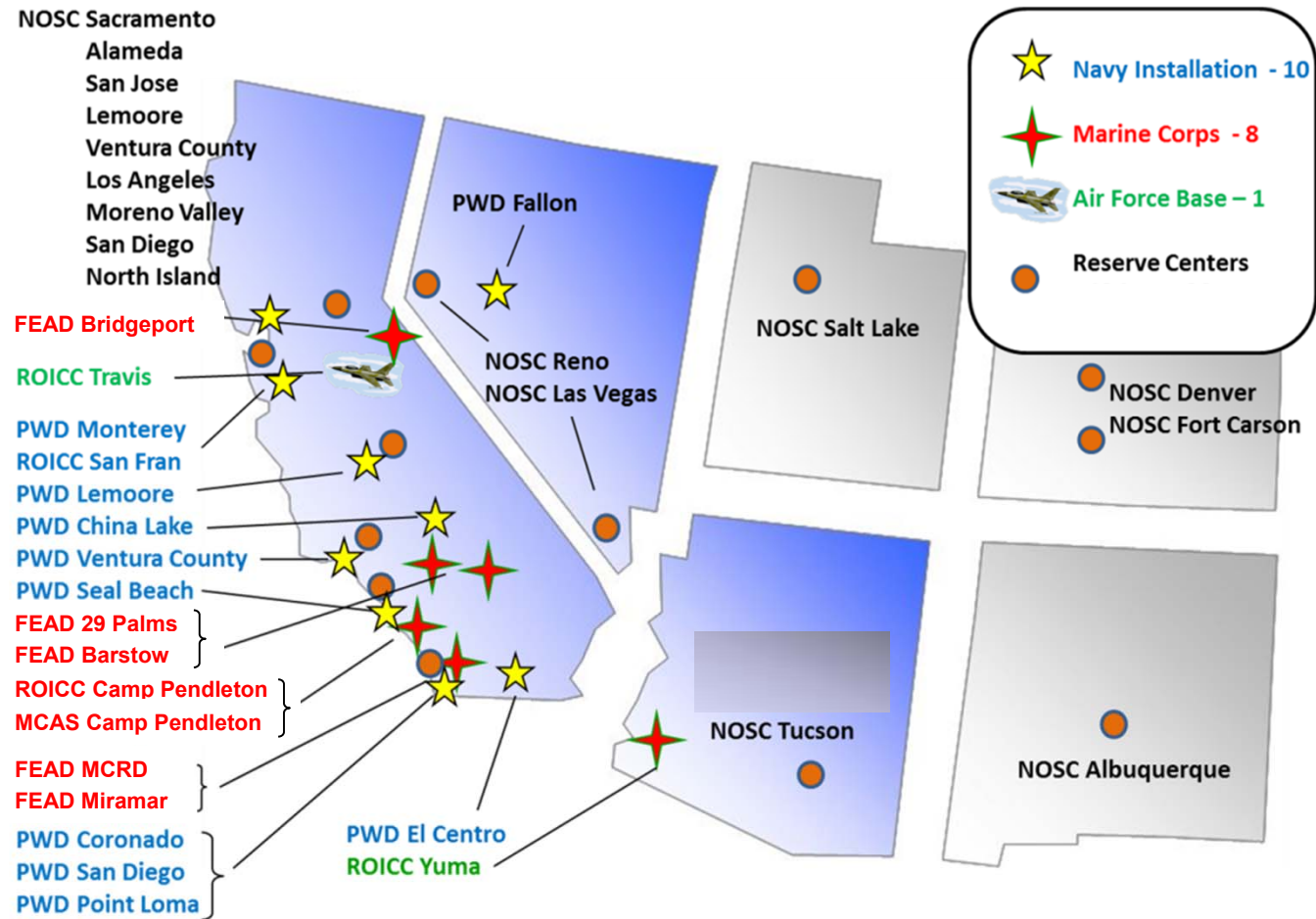
- **Restriction of Movement (ROM)**
- **Quarantine**
- **Isolation**
- **Sequester**
- **Bubble**
- **Bubble-to-Bubble Transfer**
- **Patient (or Person) Under Investigation (PUI)**
- **Close Contact**
- **Social Distancing**
- **Stay Home**
- **Self Monitoring**

Mission Essential Functions



- The following functions are Mission Essential Functions (MEFs) that will be sustained in throughout COVID-19 response:
 - Fire and emergency medical services
 - Port operations (Navy)
 - Air operations
 - Force protection
 - Safety
 - Emergency management (to include crisis action team, battle watch, and regional dispatch)
 - Public works (to include transportation and utilities)
 - Mass Care, to include housing (all types), galley, Child / Youth Services
 - Fleet Logistics San Diego / DLA
 - Base and Tenant Command Mission Essential Functions
 - Mission Essential Base projects and BOS

Southwest Region Area of Responsibility

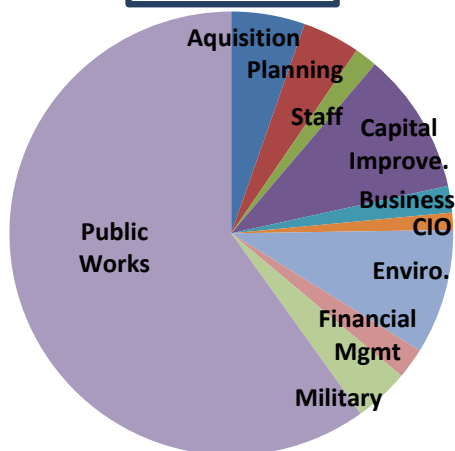


Coastal | Desert | Marine Corps
19 offices assigned to three Project Management Divisions (PMDs)

NAVFAC Southwest



Staffing



3366 Civilians and 140 Military at 19 locations

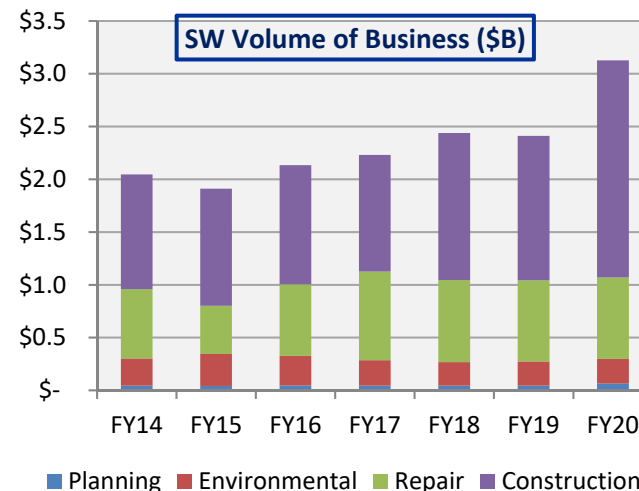
MISSION

NAVFAC is the Naval Shore and Expeditionary Systems Command that:

- Plans, builds, and maintains sustainable facilities.
- Delivers environmental, utilities and other base services.

WHAT WE DO

The Southwest's naval shore construction and acquisition agent delivering \$2 billion of annual business and facilities lifecycle sustainment. Integrated team of multi-disciplinary professionals with expertise in planning, real estate, design, construction, utility operation, energy solutions, facility services, transportation and weight handling.



Major Programs

- Littoral Combat Ship
- USMC Infrastructure Reset
- Maritime Surveillance
- KC-46 Pegasus Tanker
- Joint Strike Fighter
- Naval Special Warfare - Coastal Campus
- Broadway Redevelopment

Core Competencies

- Facilities Planning, Operations & Sustainment
- Environmental Compliance & Restoration
- Shore Anti-Terrorism Force Protection
- Utilities and Energy Management
- Specialized Technical Services
- Design, Repair & Construction
- Real Estate

Supported Commands

- Navy Installations Command
- Navy Fleet and System Commanders
- MCI-West, TECOM & USMC Units
- Air Force
- Federal Agencies and non-DOD tenants

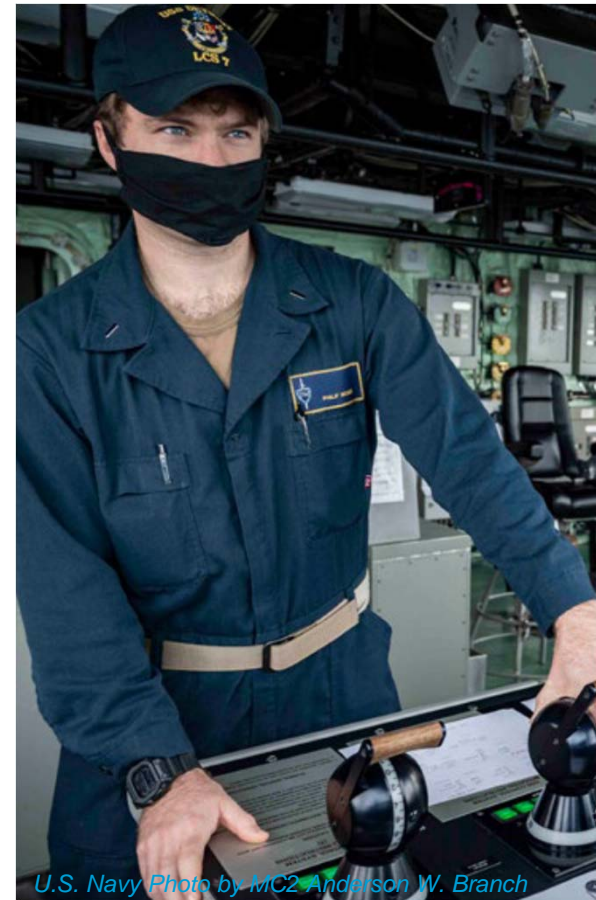
COOP Phase 1



Phase 1:

While the goal is to send a percentage of the workforce home, note key word “continuity.” The execution of Phase 1 means the following employees are directed to remain at home for telework or weather/safety administrative status, as applicable:

- Non Mission Essential Non-Remote Capable personnel;
- Non Mission Essential Remote Capable personnel;
- Employees at higher risk of susceptibility as identified by the CDC;
- Employees who depend upon public transit; and
- Employees who have children without school or daycare to attend due to closure(s) or higher risk people (as identified by the CDC) at home with them.



COOP Phases 2 & 3



• PHASE 2:

- Expanding the percentage of the workforce directed to remain at home beyond Non Mission Essential Personnel to include a portion of Mission Essential Personnel.
- Directing Mission Essential Remote Capable personnel (select leadership/key personnel), who can accomplish work via telework to remain at home for telework or weather/safety administrative status, as applicable

• PHASE 3:

- Directing Mission Essential Non-Remote Capable personnel to remain at home, and is essentially closure of the Federal Workplace.
- Note that some critical functions still require on-site workers to perform duties, similar to a weekend or federal holiday.

