



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
U.S. NAVAL BASE GUAM
PSC 455 BOX 152
FPO AP 96540-1000

IN REPLY REFER TO
6100
Ser N00J/0336
24 JUL 2020

From: Commanding Officer, U.S. Naval Base Guam
To: Distribution

Subj: U.S. NAVAL BASE GUAM PUBLIC HEALTH RESTRICTION OF MOVEMENT
STANDARD OPERATING PROCEDURE - REVISION FIVE

Ref: (a) DoDI 6200.03, Public Health Emergency Management Within the DoD
(b) NBG Public Health Order HPCON CHARLIE, Ser N00J/0275, dated 12 JUN 2020
(c) NAVADMIN 113/20, Restriction of Movement Guidance Update
(d) Commander Pacific Fleet, Consolidated Maritime Operations Directive JUN-ECHO, DTG 160507Z JUN 2020
(e) USD(P&R) Force Health Protection Guidance Supplement 8, dated 13 APR 2020
(f) NAVADMIN 173/20, Navy COVID-19 Standardized Operational Guidance Version 2.0
(g) Deputy Chief of Naval Operations (N1), Memo for Hardship Duty Pay Restriction of Movement, dated 31 MAR 2020
(h) Navy Medicine, Return to Work Guidelines, Coronavirus Disease 2019, revised 12 MAY 2020

Encl: (1) NBG and GovGuam ROM Aids
(2) NBG ROM Support Request Form
(3) NBG ROM Order Templates
(4) NBG ROM Release Request Form Templates
(5) NBG ROM Release Letter Template

1. Purpose. To establish a standard operating procedure (SOP) for Public Health Restriction of Movement (ROM) operations for Department of Defense (DoD) personnel who are permanently or temporarily assigned to U.S. Naval Base Guam (NBG) or an NBG tenant command, in accordance with references (a) through (h).

2. Scope. This SOP applies to all Department of Defense (DoD) active duty members, dependents, contractors, sub-contractors, or other personnel subject to DoD or Government of Guam (GovGuam) ROM who are permanently or temporarily assigned to NBG or a unit homeported or located onboard NBG (hereinafter "personnel"). All personnel may be subject to ROM in order to mitigate the spread of the Novel Coronavirus (COVID-19) Pandemic.

3. Cancellation. The issuance of this SOP cancels Department of the Navy, NBG ROM SOP Revision Four, Ser N00J/0327, dated 16 JUL 2020. This SOP shall remain in effect until superseded or discontinued.

4. Responsibility: The NBG Emergency Operations Center (EOC) Battle Watch Captain (BWC) is primarily responsible for NBG's execution of this SOP. However, all tenant commands retain the responsibility to enforce these procedures for their personnel subject to ROM. Tenant commands shall thoroughly familiarize themselves with this SOP in order to perform their duties in accordance with the procedures contained herein.

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5. Definitions. Refer to the ROM Classification Aid in enclosure (1) for assistance. The following definitions are applicable to this SOP:

a. Quarantine: ROM appropriate for personnel with no COVID-19 symptoms who have either recently returned to Guam from travel, or have had close contact with a known COVID-19 positive patient and who are asymptomatic and *NOT* preparing to enter a bubble are subject to quarantine. Personnel under quarantine may be designated as essential or non-essential.

b. Isolation: ROM appropriate for personnel due either to the development of potential COVID-19 symptoms or as a result of a positive COVID-19 test and who are NOT preparing to enter a bubble are subject to isolation.

c. ROM-Sequester: ROM appropriate for personnel (regardless of travel, close contact, or symptoms) who are preparing to enter a bubble.

d. GovGuam Low Risk Areas: Locations which have been identified by GovGuam to have a low COVID-19 area risk score and which are specifically listed in enclosure (1) and updated by GovGuam on their website at <http://dphss.guam.gov/covid-19-dphss-mandatory-quarantine-procedures/>.

e. GovGuam High Risk Areas: All areas *not specifically designated as low risk*. Travel from a high risk area subjects travelers to increased ROM restrictions.

f. DoD Essential Worker: DoD active duty personnel, guard and reserve personnel on orders, DoD employees, and DoD contractors who have written determination by the cognizant authority in the operational chain of command or supervision to be essential in the performance of their duties. In accordance with reference (e), this authority is generally the first flag officer or member of the Senior Executive Service (SES) in the chain of command.

g. DoD Non-Essential Personnel: Dependents of DoD essential workers or other DoD employees who do not have a qualifying written determination as essential in the performance of their duties.

h. Close Contact: Being within approximately six (6) feet of another individual for greater than fifteen (15) minutes. Close contact can occur while caring for, living with, visiting, working with, or sharing a densely populated space with someone. It can also occur through being coughed or sneezed upon by a COVID-19 positive individual.

i. Bubble: Term used to describe a defined set of personnel, units, or areas regarded as having a low probability of COVID-19 infection.

j. Bubble to Bubble (B2B) Transfer: Process whereby units or personnel are moved from one location to another location utilizing controlled means such as military air, government ground transportation, or sealift to minimize introduction of COVID-19 to a protected bubble.

k. NBG Designated Off-Base ROM Facilities: Off-base commercial lodging facilities that have been coordinated by NBG as a designated ROM locations authorized for travelers from high risk areas. Leo Palace Resort is manned by NBG personnel 24/7 and is currently the only off-base facility authorized for travelers from high risk areas.

6. ROM Policy. ROM includes Quarantine, Isolation, and ROM-Sequester and will be categorized based on the definitions above and as outlined in enclosure (1). All NBG tenant commands shall report to the NBG EOC ALL PERSONNEL under their cognizance who are subject to DoD or GovGuam ROM,

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including active duty members, dependents, contractors, temporary duty personnel, or other personnel falling under their authority. This includes personnel subject to ROM who do not require NBG support, such as those who will execute ROM in their personal residence.

a. NBG ROM Orders: All personnel subject to ROM shall be issued a ROM Order by the NBG EOC BWC. The ROM Order will be signed by the BWC, by direction of the NBG Commanding Officer. These orders serve as formal notification and provide procedures regarding the ROM process, execution, support, and responsibilities for ROM personnel and their responsible commands. Responsible commands shall obtain written acknowledgment of receipt of ROM Orders from all personnel and forward a copy of this acknowledgment to the NBG EOC within twenty four hours of ROM initiation.

b. DoD Essential Determinations: Personnel requesting permission to perform mission essential duties while in a ROM status must present written determination as defined in paragraph 5(f) above. Written determination may be provided after the initiation of ROM and the EOC will provide updated ROM orders to reflect the new mission essential status. Personnel shall abide by the requirements of their non-essential status until updated ROM orders are issued.

c. NBG Facilities Off-Limits to ROM Personnel: While tenant commands retain authority to determine what constitutes essential travel, NBG hereby restricts ROM mission essential personnel from accessing the facilities listed in this section. Tenant commands are strongly encouraged to also designate these facilities as non-essential for their personnel. The following NBG facilities and services will screen for and deny access to personnel under ROM: all Navy Exchange (NEX) facilities onboard NBG properties, the Orote Commissary, all NBG Morale Welfare and Recreation (MWR) facilities, NBG Housing Office, NBG Personal Property Office, and the Personnel Support Detachment Guam.

7. GovGuam ROM Requirements: Personnel arriving on Guam are also subject to ROM under GovGuam authority. In coordination with our GovGuam partners, NBG will, to the greatest extent practicable within mission requirements, align NBG ROM procedures and requirements with those of GovGuam. All personnel and tenant commands shall review and ensure compliance with requirements found GovGuam Department of Public Health and Social Services (DPHSS) website, found here: <https://dphss.guam.gov/covid-19-dphss-mandatory-quarantine-procedures/>.

a. Arrival from High Risk Area: Personnel arriving from high risk areas shall complete ROM *in a GovGuam quarantine facility, a NBG designated Off-base facility, or a NBG on-base facility*. All other lodging facilities are specifically prohibited for travelers arriving from high risk areas.

b. ROM Duration: In accordance with reference (c), NBG ROM will continue to be executed for a full fourteen (14) days, regardless of any 'test-out' or other shortened duration requirements which may be authorized under GovGuam ROM requirements. Shortened ROM durations are not authorized under reference (c).

8. Command Pre-ROM Preparation Requirements

a. NBG ROM Support Request Form: All Commands with personnel subject to ROM shall complete a NBG ROM Support Request Form, enclosure (2). This form should be completed at the earliest opportunity, but no later than 96 hours prior to ROM commencing. Commands should forward the completed form to the NBG EOC at M-GU-NBG-EOC-BTLWTCH@fe.navy.mil.

b. ROM Facilities: For assistance in determining appropriate ROM facilities based on funding, refer to the ROM Funding & Facility Aid in enclosure (1). ROM may be executed in a private residence off-base, assigned government quarters (including family housing (FH) or unaccompanied housing (UH)),

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temporary lodging onboard NBG, or commercial facility (hotel). Tenant commands executing ROM-sequester are advised to consult reference (f) and their operational chain of command for additional restrictions on authorized ROM-sequester facilities.

c. Cost Orders for Temporary Lodging:

1) Commands shall issue cost orders, as appropriate, for personnel who require temporary lodging while in a ROM status. Personnel executing permanent change of station (PCS) orders shall use PCS temporary lodging assistance (TLA) for ROM lodging. TAD and other transient personnel on island for ninety (90) days or fewer shall obtain orders and funding via the Defense Travel Service (DTS). Lodging facilities should be reserved in accordance with the Facility Aid in enclosure (1). Additionally, TAD personnel may be eligible for Hardship Duty Pay (HDP-ROM) in accordance with reference (g).

2) Commands executing ROM-Sequester for an entire unit or portion of a unit should consider use of O&M funding to contract for lodging in accordance with reference (c). Units should contact the type commander for funding. This may be accomplished utilizing a General Terms and Conditions (GT&C) document to avoid issues arising from Servicemembers without government travel cards. Members in ROM-Sequester are not eligible for HDP-ROM per reference (g).

d. NBG ROM Billeting Support: Requests for NBG ROM Billeting Support shall be included in the ROM Support Request Form, enclosure (2). Assignment and designation of ROM billeting locations will be approved by the NBG EOC and executed by TASK UNIT (TU) Billeting in accordance with the Facility Aid in enclosure (1). Assistance may be requested from TU Billeting, but Commands are ultimately responsible for monitoring all personnel who will require ROM, pre-coordinating for billeting requirements, and arranging for appropriate transportation from the point of arrival to the ROM billeting location. For temporary lodging, normal room cleaning services will be suspended during the ROM period.

d. ROM Meal Delivery Support: If desired, requests for ROM meal delivery support shall be included in the ROM Support Request Form, enclosure (2). Commands shall include any dietary, religious, other meal limitation requests, and a line of accounting to cover the cost of meals. Assistance may be requested but Commands are ultimately responsible for ensuring their ROM personnel receive adequate meal support.

e. Preparation for ROM: If not lodging in a private residence or pre-assigned government quarters, Commands are responsible for ensuring their personnel are properly equipped for their execution of their ROM period, including necessary clothing, toiletries and personal hygiene products, and cleaning supplies for their assigned billeting.

f. Training of Staff Supporting ROM: Ensure personnel supporting individuals in ROM are trained on the status of ROM personnel and associated interaction protocols. Contact with ROM personnel is prohibited.

g. Distribution and Acknowledgement of NBG ROM Orders: To maximize social distancing, the ROM Orders will be delivered to Commands via email. At least two copies of the ROM Order shall be issued to the ROM personnel. ROM personnel shall sign the acknowledgement of their ROM Order and return it to their responsible command. If onboard NBG, one additional copy of the issued ROM order shall be placed on the outside of the door of the location where ROM is executed.

9. Procedures During ROM:

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a. ROM Compliance: ROM orders will be issued to personnel according to ROM type and shall follow the templates in enclosure (3). Commands are responsible for ensuring their personnel are in compliance with all ROM procedures. Commands shall implement necessary controls to monitor compliance. Commands are responsible for investigating and taking appropriate action on all reported instances of misconduct or violations by personnel in ROM.

b. ROM Sustainment: Commands are responsible for arranging and executing all sustainment activities for their personnel in ROM. This includes all medical and non-medical care, meals, hygiene, quality of life (QOL) items, and other requests. If a Command is unable to support their personnel during ROM, they may request support from NBG.

c. ROM Daily Reporting Requirements: NBG and Tenant Commands shall submit daily reports on the status of all ROM personnel to the NBG EOC at M-GU-NBG-EOC-BTLWTCH@fe.navy.mil. Reports shall be in the proper format specified by the EOC and shall be submitted no later than 1000L each day.

10. Release from ROM Procedures:

a. ROM Release Requirements: At the conclusion of ROM, Commands are responsible for ensuring the appropriate ROM release requirements are met.

1) Quarantine and Isolation personnel must be screened in accordance with return to work (RTW) guidelines as provided by reference (h). Commands shall screen their own quarantine personnel. Commands must arrange for screening of isolation personnel by a designated public health official.

2) Commands are responsible for screening ROM-Sequester personnel in compliance with all operational out-testing and RTW criteria as outlined in reference (f) or other cognizant operational guidance.

3) Commands are responsible for ensuring that personnel clean all temporarily assigned billeting prior to completion of their ROM.

b. Request for Release from ROM: After completing all ROM termination requirements, Commands must complete the appropriate Request for Release from ROM Form, provided in enclosure (4). Commands shall forward a completed copy of enclosure (4) for *each individual* under ROM to the NBG EOC. Upon successful completion of these requirements, the NBG EOC BWC will issue a Release from ROM letter in accordance with enclosure (5) on the fifteenth day following commencement of ROM. Release from ROM letters will not be issued in advance.

c. Graduation from NBG Designated Off-Base ROM Facilities: Upon their release from ROM, Commands are responsible for assisting their personnel who are assigned to ROM in NBG designated off-base ROM facilities with finding alternative lodging arrangements. These facilities have finite capacity and are not authorized for long-term berthing for personnel who are no longer subject to ROM.

11. Point of Contact. Questions concerning this SOP shall be directed to the NBG EOC BWC at 333-2784 or via electronic mail to M-GU-NBG-EOC-BTLWTCH@fe.navy.mil.

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J. M. GRIMES

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Distribution:
ALL HANDS
ALL TENANT COMMANDS