



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 CALVERT ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5010.1B
FACILITIES
14 Apr 2025

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5010.1B

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: INFECTION CONTROL IN BRIGADE AREAS STANDARD OPERATING PROCEDURES

Ref: (a) NAVMED P-5010-1 Tri-Service Food Code
(b) NAVMED P-5010-2 Sanitation of Living Spaces and Related Service Facilities

Encl: (1) Standard Operating Procedures for Disinfecting Midshipmen Quarantine Rooms
(2) Standard Operating Procedures for Cleaning Body Fluids
(3) Standard Operating Procedures for Brigade Sanitation Inspections
(4) Bed Bug Standard Operating Procedure Checklist

1. Purpose. To establish guidelines and procedures that detail the proper conduct and use of berthing spaces within the hall during an infectious/communicable disease outbreak. Communicable diseases are diseases or illnesses that can be transmitted from one human to another, which include meningitis; influenzas, pandemic flu, tuberculosis, chicken pox, SARS, hand/foot/mouth, COVID-19. This instruction standardizes cleaning and disinfection guidelines and use of quarantine quarters or emergency use of spaces for quarantine purposes. Additionally, this instruction will provide guidelines for cleaning body fluids, a bed bug action plan and standards for sanitation inspections conducted by the Naval Health Clinic Annapolis preventative medicine technicians.

2. Cancellation. COMDTMIDNINST 5010.1A.

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen, as well as USNA faculty and staff.

4. Action. All faculty, staff, and the Brigade of Midshipmen will be familiar with enclosures (1) through (4). Consistent with references (a) and (b), the enclosed standard operating procedures ensure that any deficient areas in sanitation are identified and corrected.

5. Background. Bancroft is a densely populated building consisting of students, staff, contract support staff and tourists. This is the perfect environment where infections and illnesses can spread quickly. Unfortunately, in some instances, the Brigade Medical Unit (BMU) may recommend that a midshipman or entire Company be placed into isolation to prevent the spread

of an infectious illness among the Brigade and staff. The following procedures and guidelines are to be strictly followed by occupants and the chain of command to ensure the spread of infection is limited. Other procedures may be implemented by the BMU depending on the severity and type of illness.

a. The Company Officer (CO) or Senior Enlisted Leader (SEL) is to ensure the isolated midshipmen are properly cared for by assigned personnel.

b. Outbreaks can be avoided by practicing frequent hand washing. CO/SELs will continuously remind their Company of the importance of handwashing and general housekeeping as per references (a) and (b). Important excerpts from reference (b):

(1) Consider "head to toe" sleeping arrangements to minimize the potential for exposure to respiratory diseases.

(2) Disinfect showers, sinks, doorknobs daily.

(3) Linens should be laundered at least weekly.

(4) Floors must be swept and mopped whenever visibly soiled. Sweeping must occur at a minimum of daily and mopping must occur no less than once per week.

6. Dorm/Quarantine Room Usage

a. A dorm room may be used for Sick in Quarters (SIQ) individuals or isolation.

(1) The CO/SEL is to ensure the isolated midshipman is properly cared for by assigned personnel.

(2) At a minimum, a printed memo will be placed on the door indicating the affected midshipman's name, date, status (SIQ/ISOLATION/QUARANTINE), visitation (NO VISITORS ALLOWED/VISITORS ALLOWED), designation of head/stall number to be utilized by member if required, and any other pertinent information needed that does not violate personal privacy.

b. Each Battalion has a designated Quarantine room on the Zero-Deck of their battalion spaces.

(1) 1st Battalion Room 1012.

(2) 2nd Battalion Room 5039.

(3) 3rd Battalion Room 7019.

(4) 4th Battalion Room 2036.

(5) 5th Battalion Room 6039.

(6) 6th Battalion Room 8022.

c. Quarantine rooms are only to be used by authorized personnel. If required for use other than to isolate/quarantine personnel the Chain of Command needs strict permission from the Deputy Commandant of Midshipmen and Commandant Facilities.

7. Quarantine Room Check-In Process and Responsibilities

a. Medical Clinic. Medical staff will notify the Chain of Command of the respective midshipman and the Commandant Facilities Director (CFD) that a member of the Brigade needs to be quarantined.

b. The CFD via the Battalion First Lieutenant (1st LT) will:

(1) Ensure that the room to be utilized is fully equipped to accommodate the quarantined individual.

(2) Notify the point of contact for Custodial contracts to promulgate all necessary information regarding area cleaning requirements or any other special custodial actions to be taken.

(3) Notify the point of contact for Base Operating Services contracts to promulgate all necessary information regarding area maintenance requirements or any other special repairs to be completed.

(4) Ensure the Officer of the Watch has a key to the room for after-hours access. An extra key can be issued to the Chain of Command/individual as needed.

(5) Ensure that all necessary restrictions are marked outside the room, and that the required supplies are in the room:

(a) Pre-packaged bed linen sheets.

(b) Cleaning gear, to include disinfecting materials, mops, trash bags, etc.

(c) Glove dispenser and disposable gloves.

(d) Mask dispenser and disposable masks.

(e) Hand sanitizer dispenser.

c. Company Leadership:

(1) The ill midshipman will be moved to the provided room until the medical staff has approved them to move back into their standard quarters.

(2) The quarantine rooms will be inspected by the Company SEL and Company 1st LT as per enclosure (1).

(3) Notify the CFD when the member will no longer be occupying the room.

(4) Inspect the room for cleanliness after the occupant leaves, and turnover to the CFD. Reference enclosures (1) and (2).

8. Visiting Procedures

a. It is imperative to adhere to these procedures so that the spread of infection and illness is limited.

(1) Authorized personnel will wear appropriate protective gear to include mask and gloves.

(2) Authorized personnel will clean hands with the provided hand sanitizer upon entry.

(3) Knock to notify isolated/quarantined personnel of visit.

(4) Isolated individual will put on medical mask before opening the door.

(5) The visitor will conduct business, and will not loiter.

(6) Upon exiting, visiting personnel will discard protective equipment, and perform hand hygiene.

9. Room Procedures for Quarantine Personnel

a. In-room Movement Procedures

(1) If the quarantine room is occupied by more than one individual, there will be no sharing of any linens, towels, clothing, etc. between occupants.

(2) Occupants will wear shower shoes when moving around in the room.

(3) Members' linens and towels will be bagged and cleaned daily. There is no need for separate laundry facilities.

(4) Quarantined members will use the provided hand sanitizer after using the restroom.

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(5) If bodily fluids need to be cleaned up, follow the procedures listed in enclosure (2).

b. Exiting Room Procedures

(1) Members will remain in quarantine quarters unless movement outside of the room is mandatory or in an emergency situation.

(2) Inhabitants will wear a protective mask when leaving the room for any reason.

(3) Inhabitants will clean their hands with the provided hand sanitizer prior to leaving the room.

10. Check-out Procedures and Responsibilities

a. Once cleared by medical staff, the quarantined personnel are responsible for the cleaning and disinfecting of their room. Guidelines and procedures for the sanitation of the quarantine room can be found in enclosure (1).

b. In the case where the room is occupied by more than one person, the departing individual is responsible for cleaning their living area, and disinfecting their personal area and items.

c. Company leadership will inspect the room and ensure that it is within regulations before the midshipman can be fully checked out of the room. The occupant will email a copy of the checkout sheet in enclosure (1) to the CFD to verify that the room is sanitized and ready to be occupied.

d. The Battalion 1st LT/Commandant Facilities staff will restock the quarantine rooms with necessary supplies once the member is checked out.

11. Quarantine Room Inspections

a. Duties and Responsibilities

(1) The Battalion 1st LT and Battalion Leading Chief Petty Officer (LCPO) will inspect each Battalion's respective patient/quarantine rooms monthly when they are not occupied.

(2) The CFD, Commandant Facilities LCPO, Brigade 1st LT, and Brigade Master Chief will inspect quarantine rooms every quarter to ensure necessary supplies are stocked.

(3) The Battalion 1st LT is directly responsible that the following occurs:

(a) The patient rooms are inspected weekly for cleanliness.

(b) An accurate inventory of supplies is posted in the room at all times.

(c) Report all material discrepancies immediately.

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12. Cleaning and Inspection Guidelines. Listed below is a recommended cleaning and inspection schedule

- a. May be more frequent if mandated by the BMU.

Item	Inspection	Frequency (If used)
Mattress	Once per semester	After change in MIDN
Blanket/sheets/pillow	Once per semester	After each change in MIDN/Once a week
Floors	Once per semester	Once a week
Walls/ceiling	Spot-clean	Spot-clean
All surfaces	Once per semester	Daily
Sinks/showers/water fixtures	Once per Semester	Weekly/daily

Note: A supply inventory list will be posted in the quarantine rooms so that the Battalion 1st LT can restock as needed.

13. Mass Casualty/Quarantine. In the event there is a need for a mass quarantine due to quickly spreading illnesses the following locations and procedures can be used to temporarily house quarantined individuals:

- a. Locations (151 total emergency berthing via cots):

(1) Squash Courts - 96 total cots (16 cots per court).

(2) 4B27 - nine cots.

(3) 4B29- seven cots.

(4) 4B34 - four cots.

(5) 4B36A - four cots.

(6) 2B30-nine cots.

(7) 2B33 -25 cots.

(8) Smoke Park - Rental of disaster relief tents to house up to 300 personnel. Tents have lighting/HVAC. Portable Shower/Toilet trailers would be rented as well to accommodate these personnel. See GSA Contract Number: GS-I 0F-236AA or search GSA Disaster Relief/Pandemic Products for items such as "Negative Pressure Patient Isolation Tent".

b. The above spaces are close to food service, local loading dock for linen delivery, medical spaces and have access to showers, heads and if needed, and self-serve laundry.

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c. The purpose would be to contain the illness to a centralized space and let personnel recover to the point they are no longer contagious. Then allow them to return to quarters.

d. Hospitality Services

(1) Information Technology Service Division would be asked to supply WiFi if none were available as well as required equipment for distance learning capabilities.

(2) Multimedia Support Center would be contracted to supply TV monitors or other equipment for entertainment.

(3) Commandant Facilities would be responsible for setting up/coordinating all the above services including privacy screens where needed, tables, chairs, cots, trashcans, refrigerator via Midshipmen Food Services Division, microwaves, masks/gloves, hand sanitizer, etc.

(4) Duty sections will control access to the area, provide food delivery, trash services and assist with laundry services and be responsible for cleanup/shut down.

(5) Commandant Facilities may need to provide hand sanitizer for common spaces and the Brigade, increased sanitizing services within the building, specialized signage, and possibly other supplies to ensure the health and safety of the Brigade of Midshipmen and support staff.

(6) It is recommended to only isolate/quarantine personnel in this setting for a maximum period of 14 days or as deemed necessary by medical staff.

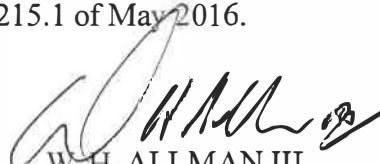
14. Record Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

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15. Review and Effective Date. Per OPNAVINST 5215.17A, the Bancroft Hall SWO will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



W. H. ALLMAN III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, <https://www.usna.edu/Commandant/comdinst.php>

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STANDARD OPERATING PROCEDURES FOR DISINFECTING MIDSHIPMEN
QUARANTINE ROOMS

Date:	
Room Number:	
Name:	

Disinfecting Guidelines:

Work from high to low when beginning to disinfect quarantine room.
 Clean room using general purpose cleaner and complete disinfecting by using a disinfectant mixture listed below, ensuring all required areas from checklist below are completed.
 Utilize a fresh bleach solution which shall be 1 tablespoon of bleach to 1 gallon of water. Utilize solution within 24 hours after mixing. Other sanitizers may be available from Commandant Facilities (CF).

When applying the solution to surfaces, let stand for 3-5 minutes.

Only use cleaning products for its designated purpose.
 Pay close attention to hazard warnings and directions on product labels.
Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.

Wear protective gear during the sanitation process of the quarantine room: gloves, masks, and eye protection.
 Return checklist to CF to verify that the room is ready for re-occupancy.

Priority sites to be cleaned and then disinfected for each room:

Hi2" h-touch Room Surfaces	Cleaned	Disinfected	N/A
Bed rails			
Mattresses			
Desk reading light switches			
Lockers/Con Lockers (inside/out)			
Desks, drawers and related areas			
Chair (seat, back, legs, etc.)			
Room sink, faucet handles, mirror			
Room light switches			
Room inner door handle/surfaces			
Room outer door handle/surfaces			
Shower stall including all ledges			
Shower curtain (both inner/outer sides)			
Contact CF to perform electrostatic disinfection once the above is complete.			

Senior Enlisted Leader: _____

STANDARD OPERATING PROCEDURES FOR CLEANING BODILY FLUIDS

1. General Safety

a. All body fluids including blood, feces, and vomit are all to be considered contaminated. Therefore, spills of these fluids must be cleaned up and disinfected immediately. There is no contract cleaners assigned to this task.

b. Block off area to keep occupants away from spill.

c. Wear disposable gloves, eye protection and mask while cleaning.

2. Cleaning/Disinfecting Procedures for Hard Surfaces

a. Wipe up spill using paper towels or absorbent material and place in plastic garbage bag. Try to avoid splashing any contaminated material onto the membranes of your eyes, nose, or mouth.

(1) In the event that this happens, thoroughly wash area with soap and water.

(2) Seek medical attention if needed.

b. Disinfect using a bleach solution of nine parts water to one part household bleach. Other disinfectants may be used (follow directions and review Safety Data Sheet). Pour bleach solution onto all contaminated surface areas. Let stand for 3-5 minutes.

c. Wipe up remaining solution.

d. Rinse area with clean, fresh water. Allow to air dry.

e. Non-disposable items such as mops and buckets will be disinfected and air dried.

f. Dispose of all remaining items (gloves, paper towels, etc.). Double bag and securely tie-up garbage bags and discard.

3. Cleaning/Disinfecting Procedures for Carpeting

a. Spills on rugs and carpets:

(1) Wipe up and blot as much of the visible material as possible with disposable paper towels or other absorbent material.

(2) Carefully place soiled material into a leak-proof bag and secure.

(3) Immediately use detergent, or a disinfectant-detergent to clean the spill area. Follow by rinsing area with clean water.

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(4) Contact Commandant Facilities for spot carpet cleaning. Provide details as to why this urgent service is required.

3. After Action Procedures

- a. Remove any clothing that has been dirtied during the clean-up process, and securely bag them. Launder as soon as possible.
- b. Wash any required body parts, and then dress in clean clothes.
- c. Notify the affected Chain of Command of the event. No matter how minor it may appear.

Note: Always treat urine, stool, vomit, blood, and any other body fluids as potentially infectious. Always clean up spills of body fluid, and sanitize contaminated surfaces immediately.

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STANDARD OPERATING PROCEDURES FOR BRIGADE SANITATION INSPECTIONS

1. Inspections of Bancroft Hall's 1,600 dorm rooms, 36 wardrooms, and 36 Company gee dunk stores will be conducted with the goal of inspecting 300 dorm rooms quarterly and all other spaces monthly. Monthly inspections will be conducted in coordination with SEL and PREVMED to achieve 300 rooms quarterly. Rooms should be sampled from each Company monthly. The room inventory will be used to ensure all 1,600 rooms are inspected at least once in an 18-month period.
2. Inspections will be coordinated by Battalion LCPOs and conducted no later than the second Tuesday of each month by PREVMED per reference (b).
3. Results of the inspections will be collected, transcribed, and routed through the Naval Health Clinic Annapolis Chain of Command. Once endorsed by the Commanding Officer, the reports will be routed through the Brigade Master Chief to the Deputy Commandant of Midshipmen.
4. The inspections will be conducted in accordance with The Naval Preventive Medicine Manual P-5010 chapters 1 and 2. Inspection criteria will be tailored to the size and scope of the wardrooms and gee dunk areas.
5. Inspectors will be looking for conditions that have an adverse impact on public health. These conditions include but are not limited to:
 - a. Expired food in the wardrooms, gee dunk areas.
 - b. Bedbug/Pest infestations.
 - c. Unsanitary conditions in heads, showers, or common areas.
 - d. Severely stained sheets or bedding.

BED BUG STANDARD OPERATING PROCEDURE CHECKLIST

Company: _____ Affected Room#: _____ Temporary Room Assignment: _____

Date: _____

<p>Procedures to minimize the transfer of bed bugs <i>Micromanagement is required</i></p>	<p>Name/ Initials</p>
<p>A. Affected MIDN: Contact your Company COC and inform them that bed bugs/signs of bed bugs have been found. Try to capture the bug with a piece of clear tape. Do not squash the bug so it can be easily identified. <i>Do not leave your room or remove anything from your room.</i> Work with your COC to execute the steps below:</p>	
<p>B. Company COC: Affected MIDN: Notify your CO/SEL immediately. CO/SEL: Email the following personnel: usn.annapolis.nmrhc-annapolis.list.prevmed@health.mil CMDTFacilities-Group@usna.edu and OOW@usna.edu</p> <p>Email shall provide the following information: <i>Bed bugs found/suspected in room #:</i> <i>Mode of detection/discovery (bites/found bug, etc.):</i> <i>Location of discovery in room (left bed, backpack, etc.):</i> <i>MIDN have followed the Bed Bug Checklist and are temporarily assigned to room #:</i> <i>Affected MIDN Alpha #:</i> <i>Please reply to <u>all</u> with updates</i></p>	
<p>C. OOW: Submit SITREP as deemed appropriate.</p>	
<p>D. ALL: Checklist below must be strictly followed. Do not deviate from the below checklist. This is the time to micromanage the process. Bed bugs spread quickly.</p>	
<p>1. Co 1st LT: Issue Bed Bug Checklist to each affected MIDN. Read over the checklist with affected MIDN. Issue 10+ new trash bags to each affected MIDN.</p>	
<p>2. Affected MIDN: Leave all linens and mattresses in place for treatment or disposal by Commandant Facilities Staff.</p>	
<p>3. Affected MIDN: Load all required files onto google drive another internet-based storage system. NO other portable media is allowed!</p>	
<p>4. Affected MIDN: Unplug all electrical equipment and leave in room, including laptops. Bed bugs will climb inside your laptop, tablet, and phone.</p>	
<p>5. Affected MIDN: Remove all flammables (disposable lighters, lighter fluid, butane, etc.) from the room and put them in a bag outside the room</p>	

<p>discarded - DO NOT keep these items since they cannot be treated. <i>Part of treatment is superheating the room.</i></p>	
<p>6. Affected MIDN: Open all lockers, including con locker, and leave everything in them except as noted in item #5, #7 & #8.</p>	
<p>7. Affected MIDN: Bag up (Co 1st LT to provide bags) the following items to sustain you for a 4-week period:</p> <p>Wallet, prescriptions, toothbrush, toothpaste, deodorant, shampoo/soap, etc., as little as possible. Leave hair brushes and other similar items. Place bag outside door in hallway.</p> <p>Computers, back packs, books, dress shoes, and all other items MUST STAY in the room to reduce spreading. Nothing will be damaged during cleanup. If the item can't be put in a washing machine, it must remain in the room.</p>	
<p>8. Affected MIDN: Bag up in a separate bag (Co 1st LT to provide bags) the following items to sustain you for up to a 4-week period:</p> <p>Machine washable clothing to include a pair of tennis shoes. Place in center of room.</p>	
<p>9. Affected MIDN/SOD LDR: Borrow a clean set of clothes from an unaffected room. Do not put them on until completing step 10. Have cloths on standby by others in hallway.</p>	
<p>10. Affected MIDN: Remove existing cloths, place in bag. Shower normally in hot water for 15 minutes.</p>	
<p>11. Affected MIDN: Change into borrowed clothing. DO NOT SIT on bed, chair, desk, floor, etc. Remove all your bagged up items from room and proceed directly to self-serve laundry room. Wash/dry all washable items to include tennis shoes. Clean cloths can go directly into the dryer. DRY ALL ITEMS ON HIGH HEAT FOR 60 MINUTES. Wash all other items in hot water. Dry all items on high heat. Do not overload washer or dryer, this will decrease effective treatment to all items. Discard bags that you used to carry cloths to laundry. Do not reuse those bags. Place all cleaned items into a new bag.</p>	
<p>12. Co 1st LT: Once MIDN leave room, LOCK room. Allow no one access to the room. Place a BOLD computer-generated sign on door: "QUARANTINED." The Commandant Facilities Staff will coordinate treatment of the room and notify the COC once available for occupation.</p>	
<p>13. Affected MIDN: Move to <u>new</u> temporary room only <u>AFTER</u> you have washed and heat dried all clothing (HOT water, HIGH heat). Remove borrowed cloths and return them. <i>Suggest washing them to be polite.</i></p>	
<p>14. Affected MIDN: See BMU for treatment of bites if required.</p>	

15. SOD LDR: Contact OOW after hours to issue needed linens from 5 th wing laundry service center. Full linen sets w/pillows are available. Deliver to affected MIDN's new room.	
16. Affected MIDN: Contact laundry@usna.edu for access to lost/found uniform items if possible. Email should include circumstances, and sizes needed. Also go to the 5 th wing laundry service center for linens.	
17. CO MISLO: See ITSD on 3-0 for a temporary computer.	
18. Affected MIDN: Contact your classmates/professor to get any assignments missed during this move. Borrow textbooks as needed. Ask instructor for assistance as needed. Do not suffer in silence.	
19. Affected MIDN: Have your COC sign this form as formal notification only after you have completed step 13. Company Officer or SEL shall retain this completed form for 12 months for tracking purposes.	
20. CO/SEL: Shall provide this completed form to CMDT Facilities.	
21. Affected MIDN/SEL: Once you have been notified that your dorm room has been treated for bed bugs and cleared to re-occupy perform a thorough field day. Wipe down all surfaces, wipe down bed frame, areas under mattress, drawers, wash all linens and cloths that were left in room. Any food that was not in an air tight container should be thrown out. Once complete, room is to be inspected by your SEL.	

List Verified By

(Squad Leader)

(Platoon Commander)

(Company 15¹ LT)

(Company XO)

(Company Commander)

(Company SEL)

(Company Officer)