



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 3100.1
NAPS
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NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 3100.1

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL COVID-19 STANDARD
OPERATING PROCEDURE

Ref: (a) NAVADMIN 100/20 Navy Guidance on the use of face coverings
(b) NAVADMIN 104/20 CNO Message to the Fleet
(c) NAVADMIN 109/20 COVID-19 Update Guidance to support fleet operations
(d) NAVADMIN 113/20 Restriction of Movement (ROM) Guidance
(e) NAVADMIN 136/20 CNO Message to the Fleet
(f) NAVADMIN 155/20 U.S. Navy COVID-19 Standardized Operational Guidance
(g) NAVADMIN 168/20 Navy Mitigation Measures in Response to Coronavirus
Outbreak update 5
(h) NAPSINST 5400.1E Naval Academy Preparatory School Midshipman Candidate
Performance Manual

1. Purpose. To establish command procedural guidance for the Naval Academy Preparatory School (NAPS) to reconstitute our workforce and restore our key mission functions and services during the COVID-19 pandemic. This standard operating procedure (SOP) will be used in conjunction with references (a) through (h) until directed otherwise by the Commanding Officer.

2. Background. COVID-19 presents unprecedented challenges to this command, our mission, and our standard operations. We will continue to navigate this environment and adjust our behaviors to adapt to the dynamic pandemic conditions, with the end goal of always protecting our students, faculty, and staff.

3. Scope. This SOP provides direct guidance to military and civilian faculty and staff members, as well as Midshipman Candidates, pertaining to COVID-19 prevention measures. Strict compliance by all is required and necessary to accomplish the Commander's Intent.

4. Commander's Intent.

a. Purpose. The purpose of these procedures is to establish and maintain an environment that keeps our workforce safe by preventing COVID-19 transmission. These measures will prevent the contraction and counter the spread of the virus by limiting potential exposure of students, faculty, and staff. This SOP will also provide initial response guidance in the event that a member of NAPS becomes a Person of Interest (PUI) or is confirmed positive for the COVID-19 virus.

b. Method. Through deliberate and thorough screening/testing of personnel, restriction of movement (ROM), use of personal protective equipment, cleaning and sanitization procedures, maintenance of social distancing, facial coverings, good hygiene, combined with protocols for responsible interactions with entities outside of NAPS and at other NAVSTA Newport facilities.

c. End State. A command with a healthy workforce, fully postured for virus prevention, educated on risk factors, and able to respond in the event of a positive COVID-19 case, or other similar health concern.

5. Action. All military staff, faculty, and midshipman candidates will abide by the following guidelines until directed otherwise by the Commanding Officer. This SOP provides general guidance and procedures. Some core functions will require supplemental measures. More details will be promulgated through appendices to this governing SOP for those functions.

a. Screening, Testing, Response, and Care. Symptom and exposure screening is a proactive measure for identifying individuals who may have come in contact with COVID-19. Further, COVID-19 testing is a necessary measure to identify positive cases as well as asymptomatic carriers of the disease. NAPS will implement and enforce strict screening and testing guidelines until further directed by competent health and command authorities. Personnel will self-monitor for influenza-like illness (ILI) and COVID-like illness (CLI), participate in daily screening, and undergo testing as directed by medical authorities.

(1) Screening. Prior to coming aboard any U.S. Fleet Forces (USFF)/NAVNORTH facility, all military service members and civilian employees must complete the USFF COVID-19 Screening Questionnaire, V2020.04.18. As such, prior to coming aboard Naval Academy Preparatory School facilities, but no later than 0800, all NAPS personnel must complete the screening questionnaire titled "NAPS COVID-19 Screening Tool." In the event that a member screens positively to any of the questions, they are directed to stay in their room or place of residence, notify the Command Duty Officer (CDO) or their supervisor, and immediately seek medical consultation. Based on subsequent medical evaluation, they may be required to conduct ROM and/or be tested for COVID-19. Supervisors and the CDO are directed to immediately notify the Executive Officer in the event of a positive screening. Members who are unable to access the screening tool or who cannot complete the required temperature check are directed to contact the CDO at (401)641-0752 for assistance.

(2) Testing. NAPS has three primary means of COVID-19 testing. The first is batch testing facilitated by Naval Health Clinic New England (NHCNE). All military staff members and midshipman candidates will undergo batch testing for COVID-19 prior to and at the completion of restriction of movement (ROM). The second means is provided through Rhode Island or other State Department of Health test sites. This will be the primary testing method for civilian personnel via their healthcare provider. The final is an on-base test capability at Naval Health Clinic New England for military personnel. This will be used to test any military staff member or Candidate. Any NAPS faculty, staff, or Midshipman Candidate who is directed by a healthcare provider to undergo a COVID-19 test (i.e. due to signs or symptoms or close contact with COVID-19) will immediately notify their supervisor and will provide the test result to

NAPS Medical as soon as it is available. If the member has been instructed to undergo testing due to signs, symptoms, or potential exposure they will be isolated while awaiting test results. In the event of a positive test result, the member will remain in isolation and will receive further guidance from medical authorities.

(3) Response. The command's response to a COVID-19 case will be in strict accordance with Navy Medicine protocols. As stated above, anyone with a positive screening for COVID-19 will self-isolate (stay in room or at home), notify their supervisor, and seek medical consultation. The command will work with Navy medical authorities to arrange further evaluation and testing of military personnel, as appropriate. Civilian personnel will contact their medical providers and follow Rhode Island or other State Department of Health guidance. Subsequent medical evaluation, testing, and results will determine further requirement for isolation as directed by medical authorities. Anyone who is positive or presumptive positive for COVID-19 will participate in contact tracing with Navy Preventative Medicine (PrevMed) practitioners. The command will collaborate with PrevMed to further screen, restrict movement, and test those with potential exposure. Anyone with COVID-19 or other acute respiratory illnesses (i.e. flu and influenza-like illnesses) will follow the Return to Work / Return to Train protocols provided by BUMED. This will typically involve some period of ROM, resolution of symptoms, and/or testing.

(4) Treatment and Care. While in isolation, the command will ensure that military personnel are supported with continued medical care and messing services. NAPS Medical will coordinate with NHCNE healthcare providers to ensure that patients are monitored and assessed at least daily. The command will be prepared to assist with transport to testing or medical treatment facilities as necessary. The NS Newport Chaplain and NAPS resiliency counselor will be notified and will make their services available as needed.

b. Personal Protective Equipment. Unless otherwise directed, NAPS faculty, staff, and Midshipman Candidates will use the following personal protective equipment (PPE) while executing their duties at NAPS.

(1) Facial Coverings. Facial coverings are a primary measure to reduce the possibility of transmitting illness, especially when physical (social) distancing is not possible. All faculty, staff and Midshipman Candidates are required to wear a face covering when maintaining a social distance of six feet from all other personnel is not possible. All personnel will wear a face covering anytime they move about the spaces when others are present. Face coverings can be removed when faculty or staff are alone in their designated office, or Midshipman Candidates are in their designated rooms with their suitemates. When joined by others in their work or living space, all personnel must wear a face covering if social distancing of six feet cannot be maintained. All NAPS personnel will be issued (2) face coverings. Midshipman Candidates are required to utilize the issued face coverings, while military staff members may use the issued face covering or one which is in accordance with the guidelines in reference (b). Civilian faculty members may utilize the issued face covering, or any other face covering which covers the nose and mouth, fits snugly against the side of the face, attaches behind the ears or via ties behind the head, and is of appropriate appearance and content. Face coverings are to be washed as needed, but no less frequently than every two days and will be maintained in the same manner as other

issued uniform items. When on leave or liberty, personnel will comply with applicable state and local health guidance regarding facial coverings.

(2) Gloves. NAPS will maintain an ample supply of latex gloves throughout the work and living spaces. The gloves are to be used while conducting cleaning quarters and/or sanitization of personal and common areas with corrosive cleaning agents. Latex gloves are not required to be worn for reasons other than cleaning, unless otherwise specified by health or command authorities or by an appendix to this SOP.

c. Handwashing and Hygiene. Frequent handwashing (at least 20 seconds in length) is a critical preventative measure for controlling the spread of infectious illnesses. NAPS living and workspaces have numerous bathroom facilities where personnel will use soap and water as their primary method of handwashing. In high traffic areas, near every outside entry/exit, and in common areas such as print/copy rooms, hand sanitizer stations will be provided. Frequent hand washing with soap and water is the preferred method. Hand sanitizer should only be used when hand washing is not immediately practicable. Other hygiene measures include sneezing or coughing into a tissue or elbow, refrain from touching others (handshakes are not permitted), and avoid touching one's own face.

d. Cleaning and Sanitization. Ensuring a clean and sanitized environment will aid in disease prevention and will also ensure that our students, faculty, and staff live and work in an environment which is not susceptible for COVID-19 transmission. Bleach mixed with water provides a strong anti-viral effect and is the primary cleaning solution to be used at NAPS. Spray bottles filled with this solution and cleaning wipes will be provided at cleaning stations throughout the living and working spaces. The following are basic cleaning guidelines to be followed; certain functions or facilities may require additional cleaning measures which will be outlined in detail in the appendices to this SOP. Note: Bleach/water mixture should never be sprayed directly onto electronic devices/circuits. Appropriate cleaning products will be provided for this purpose.

(1) Faculty and Staff Offices. On a daily basis, faculty and staff will sanitize their offices and personal spaces by wiping down heavily touched or utilized areas and surfaces with a bleach/water solution, or other anti-virus cleaner. Surfaces for cleaning include door handles, door frames, desktops, tabletops, chairs, phones, etc. Electronic devices such as keyboards and computers should be cleaned with appropriate materials, such as an alcohol wipe.

(2) Perry Hall Common Spaces. Bathrooms and locker/shower areas will be cleaned daily by contract cleaners. Department heads are responsible for assigning daily cleaning responsibilities for common use spaces. Faculty and staff will clean common use spaces such as conference rooms, equipment rooms, break room, etc. All will be cleaned appropriately with a bleach/water solution or other anti-virus cleaner. Surfaces for cleaning include door handles, cabinet handles, door frames, desks, tabletops, chairs, phones, etc. Community-use electronic devices such as printers, copiers, fax machines, etc should be wiped before each individual use using appropriate materials, such as an alcohol wipe.

(3) Perry Hall Academic Spaces and Classrooms. Perry Hall academic spaces and classrooms will be cleaned and sanitized by Midshipman Candidates at the end of every class period, and again following evening study period. Spray bottles filled with a water/bleach solution and cleaning wipes will be maintained in every academic space and classroom. Special attention should be paid to surfaces such as desktops and tabletops, chairs, door handles and frames, etc. Electronic devices such as keyboards and computers should be cleaned with appropriate materials, such as an alcohol wipe. Further instruction for cleaning academic spaces will be provided in the Academics appendix to this SOP.

(4) Ripley Hall Rooms and Common Areas. Rooms and common areas within Ripley Hall will be cleaned and sanitized by Midshipman Candidates daily and in accordance with the Battalion appendix to this SOP and reference (h). Spray bottles filled with a water/bleach solution and cleaning wipes are maintained in every barracks room, as well as in the cleaning lockers on each deck, and will be utilized to conduct cleaning quarters. Special attention should be paid to areas of frequent travel and usage, such as sinks, hard surfaces, toilets, showers, refrigerators, door handles and frames, etc. Electronic devices such as keyboards and computers should be cleaned with appropriate materials, such as an alcohol wipe.

(5) Gyms and Athletic Spaces. The NAPS gyms and athletic spaces (fields, locker rooms, etc.) present an elevated risk of disease spread, if not managed appropriately. NAPS made significant investments into high-tech cleaning equipment which will be incorporated into the cleaning plans for both Gym 1801 and 302. Any faculty, staff, or Midshipman Candidate who utilizes the command athletic spaces is expected to clean and sanitize with approved cleaner immediately following use. Specific gym usage times and throughput plans will be distributed via the Athletic Director. Detailed and specific guidance will be provided via the Athletic appendix to this SOP.

e. Force Health Protection and Restriction of Movement (ROM). In order to protect the health of our workforce and students, we will follow certain procedures to minimize the risk of transmission which are in line with national and local guidelines. Until further directed by the Commanding Officer, all faculty, staff, and Midshipman Candidates will make every effort to comply with the following protocols.

(1) Minimize Group Size. In order to minimize interactions and encourage the practice of social distancing, faculty, staff, and students should not congregate in group sizes that exceed the current health protection condition (HPCON). Recognizing that much of the NAPS mission depends on group interaction (formations, classes, sports practice, etc) the command will provide clear guidance regarding authorized group sizes depending on the prevailing conditions and risk assessment. Under HPCON C the maximum group size is ten people. Under HPCON B, group sizes can expand to accommodate most normal NAPS functions provided that social distancing, face coverings, and other appropriate precautions are used. Meetings which cannot be held within the guidelines for group size and social distancing will be offered virtually to encourage attendance via means other than in-person.

(2) Physical (Social) Distancing. Social Distancing must be practiced whenever possible by maintaining six feet from other personnel when not wearing a face covering. When social

distancing cannot be reasonably expected, strict use of face coverings will be enforced. These occasions include transits between workspaces/classrooms/barracks rooms, formations of personnel, and use of any common area.

(3) Telework. Telework will remain authorized, especially for those identified as “high risk” personnel. Telework requests and agreements must be coordinated through the chain of command, with the Commanding Officer maintaining final approval authority.

(4) Restriction of Movement (ROM). ROM is the DoD term for limitation of personal liberty for ensuring health, safety, and welfare. ROM includes both quarantine and isolation. Quarantine is the separation of personnel from others due to the potential of prior exposure. Military personnel who have traveled to a high-risk location (per CDC), outside the local area, or have had close contact with a COVID-19 positive or presumptive positive case will be subject to a 14-day quarantine. All newly arriving staff members will also be subject to a mandatory restriction of movement (ROM). Military staff will ROM at home or in quarters. The ROM period will last for 14 days and will preclude the member from unnecessary travel outside of their home. Newly arriving military personnel will complete a NAVPERS 1070/613, Administrative Remarks, to ensure understanding of permissible activities. Strict adherence to federal, state, local, and command guidelines is expected. Civilian employees who screen positively to any of the USFF COVID-19 screening questions (including recent travel or close contact) may not be permitted to return to the workplace until a 14-day quarantine is completed. The command will also place all newly arriving candidates into 14-day ROM in order to sequester and establish a clean training “bubble.” Candidates will ROM in Ripley Hall. Finally, isolation is the separation of personnel from others due to development of COVID-19 symptoms or a positive test. Candidates will not be isolated in Ripley Hall in proximity to healthy or asymptomatic personnel. The command will arrange for transfer of candidates who require isolation to the Navy Gateway Inn and Suites in coordination with medical authorities. Military and civilian staff will isolate at home or in quarters.

f. Physical Controls. The physical structure of NAPS work spaces and classrooms will be modified with disease-spread prevention measures in mind, but maintain an environment conducive to training. In general, doors should remain open to the maximum extent possible. Common areas, to include the mail room, will be labeled to control the number of personnel inside at any given time.

(1) Classroom Layout. Specifics regarding classroom layout will be provided via the Academic appendix to this SOP, but will allow for appropriate social distancing while maximizing the use of class room space.

(2) Service and Support Offices/Areas. In offices which have frequent throughput personnel seeking administrative, logistical, medical, support, etc., desks and chairs will be situated in a manner which allows for six feet of distance between personnel.

(3) Barriers and Shields. Any customer reception area, to include the front office reception desk, will use a barrier or shield to aid with physical distancing. Employees who have frequent in-office interactions, to include the life skills instructor, will be equipped with a shield.

(4) Water fountains. Water fountains will be used for filling of water receptacles only and will be labeled with signs stating "For filling water receptacles only. Do not drink from water fountain."

(5) Break rooms. The faculty break room in Perry Hall and platoon lounges in Ripley Hall will remain open for basic health / welfare functions such as washing hands and refrigerating food. Always wear a face covering when using a common area and limit personnel present to one at a time.

g. Personnel. The health and safety of our workforce is of the utmost concern, as it allows us to fulfill our mission of preparing Midshipman Candidates for success at USNA. As such, decisions to protect potentially at-risk faculty and staff will be made deliberately. NAPS will phase the return of personnel to the workplace in accordance with the NAPS Re-opening plan. NAPS will remain flexible in its work arrangements throughout each phase.

(1) Essential Personnel. Essential personnel are expected to be physically present at NAPS on a daily basis unless otherwise directed by their supervisor. The Mission Essential Personnel List, created and maintained by the Anti-Terrorism/Force Protection Officer and signed by the Commanding Officer, delineates who is deemed Mission Essential. However, given different circumstances and operational requirements, this list is subject to change.

(2) High Risk Personnel. Those faculty and staff members who believe they are high-risk should notify their immediate supervisor. Faculty and staff members who are uncertain about their risk category should contact the NAPS medical team at (401)841-3602. Faculty and staff are not required to provide specific medical details to their supervisor, but may be asked to contact the NAPS Independent Duty Corpsman, who is authorized to receive Health Insurance Portability and Accountability Act (HIPAA) information. Upon consideration and approval by the Commanding Officer, high-risk individuals may continue to telework.

h. Communication. Communication through these uncertain times is of the utmost importance, and the ability of the command to exercise the specifics of this SOP relies upon communication throughout the chain of command. Faculty and staff members are asked to communicate regularly with their supervisors, and vice-versa, in order to protect the force and ensure our ability to stay informed on changing conditions and potential health risks. NAPS will exercise communication regarding changing Health Protection Conditions, symptom and exposure screening, restriction of movement guidance, etc., via the following means.

(1) Periodic Notices. Email will be the primary means for the command to promulgate updates to this SOP, new information about COVID-19, and changes to force health protection guidance.

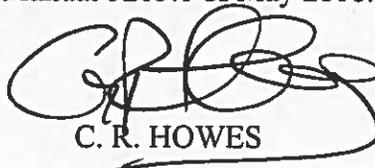
(2) Plan of the Day. The POD will contain regular postings of new information or guidance regarding COVID-19 prevention measures. The link to the USFF COVID-19 Screening Questionnaire will continue to be furnished through the email dissemination of the POD.

(3) Commanding Officer Town Halls/All Hands. The Commanding Officer will hold town halls/all-hands on a routine basis, in order to communicate guidance from the Naval Academy, changing HPCON measures, and to ensure transparency of the ever-changing situation. Until further notice, these meetings will be held virtually via Google Meet, and will always be populated in the Operations Calendar in advance.

(4) Standard Operating Procedure Appendices. Battalion, Command Services, Academics, Athletics, Medical, and Information Technology are all functional areas which have been identified to provide supplemental guidance in conjunction with reopening and operating their functional area. Each will be covered by appendices to this SOP.

6. Information. Because of the dynamic nature of the COVID-19 situation and continuous changes to regulations and guidance from the federal, state, and local levels, I anticipate necessary changes to this SOP will occur routinely. As such, regular reviews will take place and appendices will be drafted and incorporated as necessary. In order for my intent to be met, which is the safeguarding of our workforce in order to facilitate mission accomplishment, I need everyone's attention, focus, and compliance.

7. Review. Per OPNAVINST 5215.17A, the Executive Officer will review this instruction annually 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 cancelled 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.



C. R. HOWES

Releasability and distribution:

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