

U.S. Department of
Homeland Security

United States
Coast Guard



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Base Kodiak

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CGBASEKODIAKNOTE 1320
09 OCT 2020

COAST GUARD BASE KODIAK NOTICE 1320

CANCELLED: 09 OCT 2021

Subj: BASE KODIAK INDUSTRIAL HYGIENE ENFORCEMENT PLAN

- Ref:
- (a) Coast Guard Exchange Sanitation Plan
 - (b) HSWL SC COVID-19 Safety Bulletin-Shore Facility Decontamination
 - (c) Novel Corona Virus (COVID-19) Exposure Risk Assessment Report
 - (d) Center for Disease Control and Prevention, Recommendations Regarding Use of Cloth-Face Coverings, of 03 Apr 2020,
<https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/cloth-face-cover.html>
 - (e) ALCOAST 124/20, COMDTNOTE 5100 of 06 Apr 2020
 - (f) State of Alaska, COVID-19 Health Mandate 10 of 5 June 2020
 - (g) USCG Commanders Quarantine & Isolation Procedures Guide
 - (h) ALCOAST 98/20 COVID 19 TRAVEL AND LEAVE POLICY – UPDATE 1
 - (i) ALCOAST 166/20 2019 NOVEL CORONAVIRUS (COVID-19) GUIDANCE - COAST GUARD TELEWORK CAPABILITIES
 - (j) ALCOAST 85/20 2019 NOVEL CORONAVIRUS (COVID-19) GUIDANCE COAST GUARD TELEWORK CAPABILITIES – SITREP 1
 - (k) Health, Safety and Work-Life Service Center Technical Directive 2020-06

1. PURPOSE. This notice establishes hygiene and social distancing procedures for activities onboard Coast Guard Base Kodiak, in accordance with references (a)-(g). The purpose of these procedures are to safeguard the operational readiness of Coast Guard personnel and units, ensure execution of Coast Guard and military missions, and prevent the introduction of Novel Corona Virus (COVID-19) onto Base Kodiak. This plan also serves as a unit infection control plan further outlined in reference (k). These procedures will also slow the transmission of COVID-19 should it be introduced.
2. ACTION. This Notice applies to all Active Duty personnel, Reservists on Active Duty, and Civilian Employees assigned to or operating on Base Kodiak regardless if unit is a tenant command or a subordinate unit of Base Kodiak. All personnel aboard Coast Guard Base Kodiak on a temporary or permanent basis must comply with this plan. Internet release authorized.
3. DIRECTIVES AFFECTED. CGBASEKODIAKNOTE 1320 dated 25 Jun 2020 is hereby cancelled.

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4. DISCUSSION. The spread of the Corona Virus (COVID-19) requires proactive measures to reduce the risk of infection, protect our workforce and families, ensure personnel and unit readiness, and preserve the Coast Guard's ability to perform essential missions. Base Kodiak supports critical Coast Guard and military capabilities. Being remotely located outside the continental United States, Base Kodiak and the Island of Kodiak have limited medical resources and personnel. Reflective of the urgency, the Kodiak Emergency Services Council declared a public service emergency.

Proactive measures include: good hygiene and infection control practices, social distancing, and quarantine procedures. Good hygiene and infection control practices include:

- Promoting frequent and thorough hand washing. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encouraging workers to stay home when they are feeling sick.
- Encouraging good respiratory etiquette (covering coughs and sneezes).
- Providing tissues and trash receptacles.
- Taking measures to increase the physical distance among employees and customers when state and local health authorities recommend the use of social distancing strategies.
- Wearing face masks to minimize risk of virus/germs transmission.

Social distancing is a public health practice that aims to prevent those who are potentially ill from coming in close contact with those who are healthy. This reduces opportunities for disease transmission. The Centers for Disease Control and Prevention (CDC) defines social distancing as it applies to COVID-19 as remaining out of congregate settings and maintaining a distance of approximately six feet from others, when possible.

Exceptions to this policy are severely restricted. Base Kodiak, along with Air Station Kodiak, house and maintain the majority of operational and support assets required to conduct the Coast Guard’s statutory missions throughout District 17. Our primary concerns remain the ability to meet daily SAR requirements, contingency response throughout the state (including a mass rescue operation), and the welfare of Team Kodiak’s population of crew, staff, and families. The strategic location of Kodiak makes it a critical aspect to the majority of all USCG response efforts in Alaska. Because of this, it is imperative that response planning and mission support continue to take effective measures to mitigate the threat of COVID-19 on Base Kodiak. In the current environment and in step with the spirit of State and Local management measures, it is currently an operational requirement to endeavor to maintain Base Kodiak as a COVID-19 free unit.

The following definitions pertain to this plan as identified in Paragraph 8:

- **Quarantine Status:** Member is restricted to their assigned quarters, residential unit, or hotel room (aka. quarantine location). Member may leave their quarantine location only for medical emergencies, to seek medical care, to remove trash to the garbage receptacles (if staying on Base), do laundry, to smoke in designated smoking areas, to walk their dog(s), and to get some fresh air. Anytime a member leaves their quarantine location, the member shall wear a cloth face covering protective mask and remain at least 6 feet away from other individuals. The member is not authorized to enter into any buildings on Base with the exception of medical/clinic facilities for emergent issues. The member is not authorized to leave Base unless approved by the Base Commanding Officer. Members shall not allow visitors into their quarantine location unless there is an emergent need that is authorized by the Base Commanding Officer. The member shall self-monitor for symptoms of COVID-19 infection such as fever, cough, difficulty breathing, loss of taste or smell, etc. and immediately report any symptoms to medical. Members who develop symptoms shall isolate until they can be tested.
 - **Standby Status:** Member is able to come-and-go from their assigned quarters, residential unit, or hotel room as they please with specific restrictions. Anytime the member leaves their quarters/residence/unit, the member shall wear a cloth face covering protective mask and remain at least 6 feet away from other individuals. The member is not authorized to enter into any buildings on Base with the exception of medical/clinic facilities for emergent issues. The member is free to walk or drive around Base property within the fence line. The member is authorized to leave Base only for essential needs (i.e., picking up grocery items, picking up POV from shipping pier, medical care); a protective face mask shall be worn whenever leaving Base and in all Kodiak establishments. For health and wellbeing, the member can leave Base to enjoy a walk, hike, or run but shall have a face mask available for use in the event that they encounter other people within a 6-foot distance. In Standby status, the member is still **not** approved to report to their new work location. If the member is deemed an essential worker, then the member's Commanding Officer can approve the member to report to work in a Standby status. The member shall self-monitor for symptoms of COVID-19 infection such as fever, cough, difficulty breathing, loss of taste or smell, etc. and immediately report any symptoms to medical. Members who develop symptoms shall isolate until they can be tested.
 - **Cleared Status:** Member is able to come-and-go from their assigned quarters, residential unit, or hotel room as they please. When leaving their quarters/residence/unit, a protective face mask shall be worn if a safe distance of at least 6 feet cannot be maintained with other people. Member can enter Base facilities but shall follow the specific guidance provided in Paragraph 8 of this plan. Member can leave Base for any reason but shall use a protective face covering when entering any Kodiak establishments. In a Cleared status, the member can report to their new work location. Be aware that there may be additional restrictions that a member's Command may impose even if the member is in a Cleared status.
5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for any personnel entering the limits of Base Kodiak. It does not create rights, enforceable in law or equity, by third parties

upon the United States, the Department of Homeland Security, its components, or any other government department or agency.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Notice, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Notice.

7. DISTRIBUTION. No paper distribution will be made of this Notice. An electronic version will be located on Base Kodiak's Portal Page: <https://cg.portal.uscg.mil/units/dol/dol-3/BK/SitePages/Home.aspx>.

8. PROCEDURE. Based on recommended guidance from the Centers for Disease Control and Prevention and local Coast Guard medical personnel, the following actions are immediately in effect:

- a. Upon reporting to Kodiak Island from outside the state of Alaska, all incoming PCS & TDY members, (and dependents, civilian contractors, or civilian personnel living on base) automatically assume a Quarantine Status, regardless of whether or not they have been tested for COVID-19. The quarantine period is 14-days, but can be reduced per the COVID-19 testing protocol identified in Subparagraphs b-c below. See Paragraph 4 for the definition of Quarantine Status.
- b. If an individual in the categories set forth above (AD PCS, AD TDY, or civilian dependent, contractor, or employee living or residing on base) elects to have a first COVID-19 test completed prior to, or after, arriving to Kodiak Island, then that individual should reach out to their PCS Assist Team POC or unit POC for guidance and direction on how to schedule the test. If the test is performed prior to arriving on Kodiak

Island, it shall be completed within 72-hours of arriving to the Island. Upon receipt of the first COVID-19 test results (whether on or off Kodiak Island):

- Active Duty members shall report the results to the Medical Care Team Lead, HS1 Rachel Simmons at Rachel.M.Simmons2@uscg.mil. If the test results are negative and confirmed by the Medical Care Team Lead, Active Duty members will be notified of being placed in a Standby status. See Paragraph 4 for the definition of Standby Status.
 - Civilians (dependents and employees) living or residing on base are not required to provide their test results and may move to a Standby status upon receipt of a first negative test. See Paragraph 4 for the definition of Standby status.
 - Civilian contractors shall report their test results to the appropriate CG project POC. The lead civilian contractor will be notified of being placed in a Standby status. See Paragraph 4 for the definition of Standby status.
- c. If an individual elects to have a second COVID-19 test, then that test shall be scheduled 7-10 days after the individual arrives on Kodiak Island. Should an individual spend enough time in another location in Alaska (Anchorage, for example), to be able to complete the second test or fulfill the 14-day quarantine prior to arrival in Kodiak, travel will be considered in-state travel and no additional quarantine or test will be required. Upon receipt of the second COVID-19 test results:
- Active Duty members shall report the results to the Medical Care Team Lead, HS1 Rachel Simmons at Rachel.M.Simmons2@uscg.mil. If the test results are negative and the two consecutive negative COVID-19 test results are confirmed by the Medical Care Team Lead, the Active Duty member will be notified of being in a Cleared status. See Paragraph 4 for the definition of Cleared status.
 - Civilians (dependents and employees) living or residing on base shall follow the same guidelines but are not required to provide their test results; they may move to a cleared status upon receipt of a second negative test. See Paragraph 4 for the definition of Cleared status.
- d. Civilian contractors shall report their test results to the appropriate CG project POC. The lead civilian contractor will be notified of being placed in a Cleared status. See Paragraph 4 for the definition of Cleared status. In light of references (c) and (d), where social distancing measures are not able to be maintained, personnel are required to wear cloth face covering protective mask when they cannot appropriately social distance themselves from others by maintaining six feet of physical separation. There are some facilities on Base that require a protective mask or protective face covering in addition to maintaining proper social distance as seen in Subparagraphs f-j below. A cloth face covering or protective mask will:
- (1) Fit snugly and comfortably against the side of the face;
 - (2) Be from the bridge of the nose to the bottom of the chin;

- (3) Preferably include multiple layers of fabric if the fabric is cloth;
 - (4) Be secured with ties and ear loops;
 - (5) Full face coverings (e.g., ski mask) are not authorized.
- e. The Golden Anchor, gymnasium, pool, movie theatre, chapel, and bowling lanes are open with restrictions.
 - f. Coast Guard Exchange: Managers and associates are required to monitor the number of patrons within the store to ensure social distancing is accomplished. As necessary, access to the Exchange can be controlled and limited to effectively enable proper social distancing. Community Service Command's sanitation recommendations must be implemented in accordance with reference (a). All patrons are required to wear a protective mask.
 - g. Commissary hours of operation have been reduced, eliminating early bird entry. Purchase limits may be in place for designated items. All patrons are required to wear a protective mask.
 - h. For galley services, Pizza Parlor, Golden Anchor, and Tsunami Lanes food service, employees and customers must maintain six feet of separation at all times. All patrons are required to wear a protective mask when ordering and waiting for take-out food in the facility. If a dine-in option is made available, masks should be worn until the patron is seated and ready to eat.
 - i. Movie Theater is open and viewing is limited to a certain amount of patrons to maximize social distancing. All patrons are required to wear a protective mask while going through the line and ordering food.
 - j. The Base barber shop is open by appointment only. All patrons are required to wear a protective mask.
 - k. The potential for changes in risk of community transmission within the state of Alaska, and more specifically the island of Kodiak, demands protective measures that are proactive and flexible. Enclosure (1) outlines Base Kodiak's measured responses to changing circumstances.
 - l. Variations to this policy for individual facilities or events will require a waiver approved by the Base Commanding Officer.
9. ENFORCEMENT.
- a. It is everyone's responsibility to preserve social distancing practices. Senior leadership is charged with making on-the-spot corrections to obtain compliance. Repeat offenders and those who willfully disregard this directive will be brought to the attention of the Base leadership.

- b. Base's Duty Section and Security Division are instructed to conduct frequent rounds in high risk areas, like the exchange and commissary, and report infractions to Base leadership.
- c. Signage will be posted throughout the Base as a reminder that social distancing mandates are in effect.
- d. Visual indicators, such as 6-foot lines of demarcation, will be displayed on the floor in areas where patrons wait in line for services.
- e. "Social Distancing: Do your part to keep 6 feet apart" will be posted on Base Kodiak's marquee ("Big Red").
- f. Violators of this policy will be referred to their respective Commands for counseling and/or disciplinary actions.

10. SANITATION.

- a. Personnel must clean and disinfect high-touch surfaces frequently in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, etc.)
- b. Follow procedures and detailed CDC recommendations to clean and disinfect spaces. In an effort to follow the most up-to-date guidance, members should visit the following website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- c. Review the EPA-registered anti-microbial list to ensure you have the right material and chemicals to clean a space. When using a disinfectant, follow the manufacturer's directions and Material Safety Data Sheet. A current list may be found at: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
- d. If someone within a room or office space tests positive for COVID-19:
 - (1) Close off areas used by the sick person.
 - (2) Open outside doors and windows to increase air circulation in the area. Wait 24 hours (or as long as possible) before you clean or disinfect.
 - (3) Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
 - (4) To disinfect:
 - (a) If appropriate for the surface, use diluted household bleach solutions. Check to ensure the product is not past its expiration date. Unexpired household bleach will

be effective against coronaviruses when properly diluted. Follow manufacturers' instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

- (b) To make a bleach solution, mix five tablespoons (one third cup) bleach per gallon of water or four teaspoons bleach per quart of water.
 - (c) For high-traffic areas, Base Kodiak will utilize Janitorial Contracted Services to disinfect the spaces as necessary/
 - (d) In all other spaces/areas, current occupants or Janitorial Contracted Services, in accordance with contract requirements, will disinfect the spaces as feasible.
 - (e) In accordance with CDC guidance, Base Kodiak will provide cleaning supplies and required personal protective equipment as appropriate.
 - (f) The Safety and Environmental Health Officer or Base Kodiak Clinic personnel will inspect and certify disinfection of a space before clearing the space for occupancy.
- e. If a member displays one or more symptoms consistent with COVID-19 or receives a contact tracing message informing them that they may have been potentially exposed:
- (1) When possible, that person will isolate or quarantine per medical recommendation and ensure supervisors are made aware of the situation.
 - (2) Utilize flexible worksite options such as telecommuting when possible.
 - (3) If contact tracing has been initiated, ensure reports are made to supervisors/contact tracers at least once per day to report any COVID-19 symptoms such as fever or cough and follow direction from the assigned contact tracer or assigned medical provider.
 - (4) Contact tracers and supervisors will ensure isolated/quarantined members have access to food and other basic essentials.
 - (5) Civilian personnel shall provide medical documentation confirming their fitness for duty prior to returning to work.
- f. If an individual does not meet the threshold for contact tracing to be initiated but has had indirect contact, close contact with proper PPE, or potential exposure to an asymptomatic individual, there is a low identifiable risk for COVID-19 transmission. The member is authorized to return to work and follow preventative measures outlined in applicable CDC guidance and this instruction. Additional proactive or preventative measures may be taken on a case-by-case basis for supervisors.

11. VISITORS. Active Duty personnel, Reservists on Active Duty, and Civilian Employees should not have visitors in their homes who have not fulfilled the state requirements to reach a cleared status as outlined in the procedures in paragraph (8). Any Active Duty personnel or

Reservists on Active Duty who allow visitors in their home will assume the status of their visitor (quarantine, standby, or cleared) and should immediately inform their command as to their change in status. Members may be required to take leave should they not be able to return to work, telework, or provide useful service to the Coast Guard. Should a member have a visitor(s) who is scheduled to depart prior to receiving a second negative COVID-19 test, the member should receive a test when their visitor arrives, assume a Standby status, and receive a second COVID-19 test 7 days later. Upon receipt of the second COVID-19 test result, the member shall report the results to the Medical Care Team Lead, HS1 Rachel Simmons at Rachel.M.Simmons2@uscg.mil. If the test results are negative and confirmed by the Medical Care Team Lead, the member will be notified and placed in a Cleared Status. Any civilian employees or civilian contractors who return to Kodiak Island from outside the State of Alaska, or allow visitors in their home or residence who have just arrived from outside the State of Alaska, regardless of whether that home or residence is off base, may be required to remain away from Coast Guard workspaces for 14 days or as long as necessary to keep the workspace safe. This is in addition to any quarantine restrictions that may be imposed by state or local authorities. Regarding the work status of civilians so directed, supervisors should consult reference (h), (i), and (j).

12. RECORDS MANAGEMENT CONSIDERATIONS. This Notice has been thoroughly reviewed by the USCG, and the undersigned has determined this action requires further scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy has substantial change to existing records management requirements as detailed in paragraph 10.a.(4), above.
13. FORMS/REPORTS. None.
14. REQUEST FOR CHANGES. All recommended changes should be submitted to the Base Executive Officer.



E. J. HERNANDEZ
Commander, U. S. Coast Guard
Commander, Coast Guard Base Kodiak

GREEN or LOW RISK

No or low level community transmission in Kodiak

PROTECTIVE MEASURES

Increased social distancing and safety measures

Mask wearing whenever a safe distance of at least 6 feet cannot be maintained with other people, inside the Exchange and Commissary, food establishments, Base barber shop, and when entering/leaving Movie Theater

Gatherings of 10 or fewer in buildings, 50 or fewer outdoors

AMBER or MEDIUM RISK

Moderate community transmission in Kodiak

Addition of mask wearing in common spaces within buildings

Consider modification of hours/offering @ MWR facilities

Limit gatherings of people, even within workspaces

Consider telework/modified work schedule

RED or HIGH RISK

Community transmission on Base Kodiak

Mask wearing throughout Base

Close MWR facilities as necessary

Cancel in-person meetings

Maximize telework/modified work schedule