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CGBASEKODIAKNOTE 1320
23 MAR 2021

COAST GUARD BASE KODIAK NOTICE 1320

CANCELLED: 23 MAR 2022

Subj: BASE KODIAK INFECTION CONTROL PLAN

- Ref: (a) CGD17NOTE 3500, D17 COVID-19 DIRECTION of 03 Mar 21
(b) PACAREANOTE 1700, OFF-DUTY ACTIVITIES DURING COVID-19 PANDEMIC – UPDATE 2 of 3 MAR 2021
(c) PACAREANOTE 1600, VACCINATED PERSONNEL AND QUARANTINE of 5 FEB 2021

1. **PURPOSE.** This notice establishes hygiene and social distancing procedures for activities onboard Coast Guard Base Kodiak. 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. Finally, this plan imposes travel requirements in accordance with the most current Alaska Health Advisory. 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. Individual units can take more restrictive measures as necessary. Internet release authorized.
3. **DIRECTIVES AFFECTED.** CGBASEKODIAKNOTE 1320 dated 09 Oct 2020 is hereby cancelled.
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

NON-STANDARD DISTRIBUTION:

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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 isolation/quarantine procedures. Good hygiene and infection control practices include:

- Wearing face masks as per State and local guidance to minimize risk of virus/germs transmission.
- 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.
- Following local CG travel policies to minimize and prevent the transmission of the virus.

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.

For these reasons, Base Kodiak implemented a Rule of Thumb: DON'T BECOME A CLOSE CONTACT (Inside 6 ft for more than 15 min over a 24 hour period). This holds true at work and on an individual's own time. The Rule of Thumb safety protocols include:

- Keep your social bubble small (your family or social circle of 6 people or less) – everyone else should NOT be a close contact to the maximum extent practical
- Wear a face mask per State and local guidance
- Wash your hands frequently
- Avoid high risk Hot Spots per reference (b)
- Utilize teleworking, staggered scheduling, social distancing and other risk mitigation tactics as the local COVID situation dictates to benefit you and others

The absolute best way to mitigate the risk of COVID-19 is to be fully vaccinated. A members is considered to be "fully vaccinated" if they have received both doses of the Pfizer or Moderna vaccine and 14 days have passed since their second dose of the vaccine. See reference (c) for more information.

While this framework sets the overall COVID guidance for the Base, additional restrictions are authorized for the clinic, Child Development Center, commissary, CG Exchange, and other locations to further mitigate risk for Base's more vulnerable operations.

The risk mitigation measures outlined in this instruction are informed by medical best practices. They should be implemented by unit commands and individuals are responsible for abiding by them. Unit COVID POC's are force multipliers responsible for answering administrative questions and assisting individuals with navigating risk mitigation measures, accessing resources, and understanding this guidance and other command policies. Contact information for respective unit POCs and Assist Team is provided as enclosure (1).

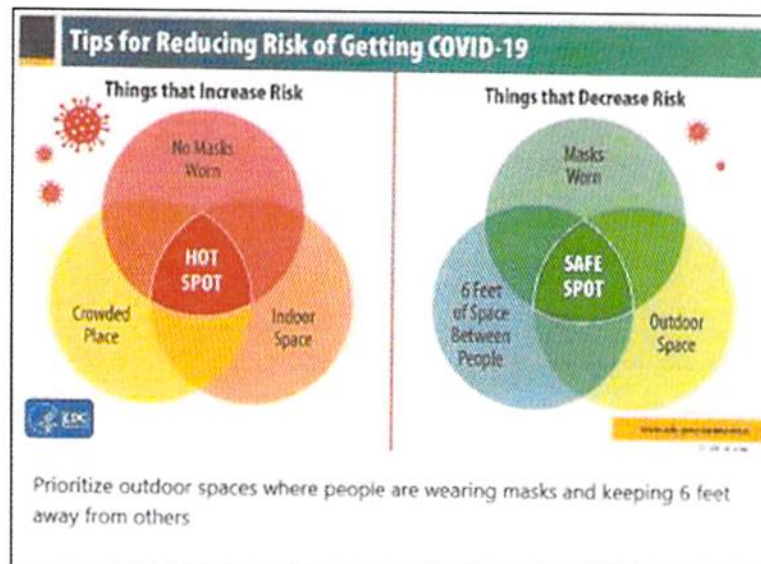
Members feeling ill, reporting testing results for medical purposes, or requiring assistance with medical issues related to COVID-19 should be referred to the Rockmore-King clinic at 907-487-5757 or the Rockmore-King COVID Hotline at 907-942-4214.

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, Alaska Health Advisories and Coast Guard policies, the following actions are immediately in effect:
 - a. Upon reporting to Kodiak Island from outside the state of Alaska, all current members of the Kodiak Coast Guard community, incoming PCS members (and dependents), incoming TDY members, and contractors shall follow the most current [Alaska Health Advisory](#).
 - If a COVID test is administered, Active or Reserve Duty members shall report the test results to their respective Unit COVID POC shown in enclosure (1). If the test results are negative, Active or Reserve Duty members are free to move about following posted signs and good hygiene practice. If the test is positive,

personnel should follow strict social distancing until a negative test result is achieved. COVID testing related to travel is not required to be filed in the member's health record and therefore clinic notification is not required.

- Civilians (dependents and employees) living or working on base are not required to provide their test results. If results are negative civilians are free to move about following posted signs and good hygiene practice. If the test is positive, personnel should follow strict social distancing until a negative test result is achieved. Keeping supervisors of civilians informed of status changes is highly recommended.
 - Civilian contractors shall report their test results to the appropriate CG project POC.
- b. If an individual elects to have a second COVID-19 test, then that test shall be scheduled 5-14 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 prior to arrival in Kodiak, travel will be considered in-state travel and no additional restrictions or test will be required. Upon receipt of a second COVID-19 test results:
- Active or Reserve Duty members shall report the results to their respective Unit COVID POC. If the test results are negative and the two consecutive negative COVID-19 test results are confirmed by the Unit COVID POC, the Active/Reserve Duty member are free to move about following posted signs and good hygiene practice.
 - Civilians (dependents and employees) living or residing on base shall follow the same guidelines as above, but are not required to provide their test results; upon receipt of a second negative test they are free to move about following posted signs and good hygiene practice. Keeping supervisors of civilians informed of status changes is highly recommended.
- c. Civilian contractors shall report their test results to the appropriate CG project POC.
- d. A COVID-19 test can be scheduled utilizing the main line at the Kodiak Area Native Association (KANA): 907-486-9870. Each unit COVID POC should maintain awareness of their members' readiness status. The clinic only tracks and monitors medical related issues related to COVID. Status changes are tracked by individual commands. If questions arise that COVID POCs are unable to answer, the Base Covid-19 Assist Team should be utilized. The Base Covid-19 Assist Team Coordinator is LTJG Kristina Bynum. The Senior Assist Team Coordinator is LCDR Thomas Wieland. Contact information for respective unit POCs and Assist Team is provided as enclosure (1).
- e. 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 g-m 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.
- f. **Off-Duty Activities:** As guided in references (a) and (b), off-duty activities are authorized as long as personnel remain mindful that we are still in the midst of a pandemic and follow these guidelines when frequenting public venues:
- (1) **Risk Factors:** All personnel should continually measure risk versus gain, take active steps to reduce the risk to both you and your family and remain adaptable to changing your plans if the risk becomes too high. Below are general risk factors to consider for off-duty activities. **All personnel shall take individual responsibility for a risk/gain assessment prior to engaging in any activity and avoid activities in a hotspot as outlined below.**
 - (2) Things that **Decrease Risk – Safe Spot**. Some factors that can help determine whether the activity will occur in a Safe Spot include:
 - (a) Masks are being worn over nose and mouth (by you and others).
 - (b) There will be 6 feet of space between people.
 - (c) The activity will be in an outdoor space.
 - (d) Others involved in the activity are vaccinated.
 - (3) Things that **Increase Risk – Hot Spot**. There is increased overall risk when a location is experiencing elevated levels of community transmission. Factors that determine whether the activity is a Hot Spot.
 - (a) No masks are being worn or masks are worn improperly.
 - (b) Activity will be in an indoor or poorly ventilated space.
 - (c) Activity will be in a crowded space.
 - (d) Others involved in the activity are not vaccinated.
 - (4) Your best protection from COVID-19 will be a combination of getting a COVID vaccine (when it is made available), wearing a mask, staying at least 6 feet away from others, avoiding crowds and poorly ventilated indoor spaces, washing your hands often and limiting the size of your non-vaccinated social circle.



- g. All Base MWR facilities are open with restrictions and/or reduced capacity. In the event of a spike in COVID cases on Base or within the Coast Guard community, MWR facilities and activities may be closed down to administer cleanings and to prevent further spread of the virus.
- h. 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 and employees are required to wear a protective face mask.
- i. Commissary hours of operation have been reduced, eliminating early bird entry. Purchase limits may be in place for designated items. All patrons and employees are required to wear a protective face mask.
- j. 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 food service employees are required to wear a protective face mask while actively working. When ordering and waiting for take-out food in the facility, customers should wear a mask if unable to maintain six feet of separation.
- k. Movie Theater is open and viewing capacity is limited to maximize social distancing. All patrons are required to wear a protective face mask while going through the line and ordering food if unable to maintain six feet of separation.
- l. Any person who visits the CG Police Department Service Desk or the Fire House are required to wear a protective face mask.
- m. The Base barber shop is open by appointment only. All patrons are required to wear a protective face mask.

- n. Other locations that require patrons and employees to wear a mask include Rockmore King Clinic, Child Development Center, and Guest House.
- o. 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. Enclosures (2) and (3) outline Base Kodiak's measured responses to changing circumstances and lists Health Protection Conditions (HPCON) that will provide Team Kodiak with a current risk indicator and safety measures.
- p. Variations to this policy for individual facilities or events requires a waiver approved by the Base Commanding Officer.

9. ENFORCEMENT.

- a. It is everyone's responsibility to adhere to the safeguards presented in this plan. 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 Coast Guard 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.

- (1) Personnel must clean and disinfect high-touch surfaces frequently in common areas (e.g. shared workstation and/or duty areas, tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, etc.)
- (2) 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>
- (3) 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

- (4) If someone within a room or office space tests positive for COVID-19:
 - (a) Close off areas used by the sick person.
 - (b) 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.
 - (c) 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.
 - (d) 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.
- (5) 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:
 - (a) When possible, that person will isolate or quarantine per medical recommendation and ensure supervisors are made aware of the situation. Fully vaccinated personnel are exempt from having to quarantine.
 - (b) Utilize flexible worksite options such as telecommuting when possible.
 - (c) 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.

- (d) Contact tracers, COVID POC's and supervisors will ensure isolated/quarantined members have access to food and other basic essentials.
 - (e) Civilian personnel shall provide medical documentation confirming their fitness for duty prior to returning to work.
 - (6) 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 ensure visitors follow the most current [State of Alaska Health Advisory](#).
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. HERNAEZ
Captain, U. S. Coast Guard
Commander, Coast Guard Base Kodiak

UNIT COVID-19 POC LIST

Unit	POC	Email
CGC DOUGLAS MUNRO	LTjg Susan West	Susan.E.West@uscg.mil
CGC DOUGLAS MUNRO	LTjg Geoffrey Anderson	Geoffrey.O.Anderson@uscg.mil
CGC DOUGLAS MUNRO	HSC Brandon Potratz	Brandon.T.Potratz@uscg.mil
CGC ALEX HALEY	CWO2 Josh Calderon	Joshua.L.Calderon@uscg.mil
CGC ALEX HALEY	HS1 Paul Cavalier	Paul.A.Cavalier@uscg.mil
CG AIRSTA Kodiak	CDR Stephen Pittman	Stephen.W.Pittman@uscg.mil
ANT Kodiak	BM1 Nicolas Santos	Nicolas.A.Santos@uscg.mil
CGC SPAR	CWO Rich Hasenstab	Richard.J.Hasenstab@uscg.mil
BASE Kodiak	LTjg Kristina Bynum (Members)	Kristina.A.Bynum@uscg.mil
BASE Kodiak	LCDR Thomas Wieland (Supervisors)	Thomas.F.Wieland@uscg.mil
MSD Kodiak	LT Andrew Ready	Andrew.M.Ready@uscg.mil
	LT Luke Milyard (after July 1 st 2021)	Luke.J.Milyard@uscg.mil
Rockmore-King Clinic	HS1 Christine Wielicki	Christine.E.Wielicki@uscg.mil
COMMDDET	OSCS Richard Whitney	Richard.M.Whitney@uscg.mil

PROTECTIVE MEASURE

<p>GREEN or LOW RISK</p> <p>No or low level community transmission in Kodiak</p>	<p>Increased social distancing and safety measures.</p> <p>Mask wearing per State and local guidance. Mask wearing is required when a safe distance of at least 6 feet cannot be maintained, in specific Base facilities that require wearing of masks, and for all food service employees. (this restriction could be lifted as environmental conditions allow).</p> <p>Gathering of 10 or fewer in buildings, 50 or fewer outdoors.</p>
<p>YELLOW or MEDIUM RISK</p> <p>Moderate community transmission in Kodiak</p>	<p>Addition of mask wearing in common spaces within buildings.</p> <p>Consider modification of hours/offerings @ MWR facilities.</p> <p>Limit gathering of people, even within workspaces.</p> <p>Consider telework/modified work schedule.</p>
<p>RED or HIGH RISK</p> <p>Community transmission on Base Kodiak</p>	<p>Mask wearing throughout Base.</p> <p>Close MWR facilities as necessary.</p> <p>Cancel in-person meetings.</p> <p>Maximize telework/modified work schedule.</p>

HEALTH PROTECTION CONDITION (HPCON)

HPCON 0: Normal Baseline

Routine: Normal operations. Prior to community transmission.

- Maintain standard precautions such as routine hand washing, cough on sleeve, good diet, exercise, vaccinations, education, routine health alerts, and regular preparedness activities.

HPCON A: Report of Unusual Health Risk or Disease

Limited: Health Alert. There are instances of people who have been infected, including some who may not be sure how or where they became infected.

- Communicate risk and symptoms of health threat to installation; review plans and verify training, end use material inventory, and posture; prepare to diagnose, isolate, and report new cases.
- Social distancing is implemented; increased cleaning and sanitation in the workplace; increased personal hygiene practices recommended.

HPCON B: Outbreak or heightened exposure risk

Moderate: Strict hygiene (no handshaking, wipe common-use items). People have been infected with the virus in more than one location, but how and where they became infected may not be known.

- If exposed, self-isolate (wear mask or remain home); avoid contaminated water/food or risk area; vector controls if applicable.
- Maximize use of telework for eligible personnel; begin leveraging technology for virtual meetings; limit gatherings to no more than 10 people with social distancing in place; travel restrictions and limitations are in place.

HPCON C: High morbidity epidemic or contamination

Substantial: Social distancing. People have been infected with the virus in more than one location, but how and where they became infected may not be known, and the spread is ongoing.

- Limit or cancel in-person meetings, gatherings, TDY assignments; utilize face coverings.
- Limited personnel on base; face coverings are required on DoD property (where physical distance separation cannot be maintained); telework executed to the maximum extent possible; travel restrictions in place; medical screenings, to include taking temperatures, conducted at facility and/or installation entry control points.

HPCON D: High mortality epidemic or contamination

Severe: Restriction of movement (e.g., quarantine). People have been infected with the virus in more than one location, but how and where they became infected may not be known; the spread is ongoing and includes the majority of regions.

- Mass evacuation; mass decontamination; subsist on secure food/water sources.
- Mission essential personnel (MEP) only on base; base access severely restricted.

Enclosure (3)

Delta (Severe)	Charlie (Substantial)	Bravo (Moderate)	Alpha (Limited)	0 (Routine)
<ul style="list-style-type: none"> Expect to remain at home for extended periods of time as movement in the community may be restricted; at-home isolation or quarantine may be directed. Follow all directives and guidance from local, state and federal authorities; they are enacted to protect the health and safety of you and your family. 	<ul style="list-style-type: none"> Expect cancellation of in-person gatherings (such as school, daycare and all community activities) and restricted ability to travel. Plan activities for family members, especially children, in case you are restricted to your home for prolonged time periods. Prepare for the potential of limited access to supplies and services, including severely restricted access to military installations. Implement remote work procedures as directed by your employer. If outside the U.S., authorized or ordered departure actions may be implemented. 	<ul style="list-style-type: none"> Practice social distancing. Avoid unnecessary contact with others, such as shaking hands and hugging. Avoid unnecessary travel, especially to areas known to be experiencing active disease transmission. Ensure supplies of food, medication and other items needed for babies and pets are available to last at least 14 days. Prepare for travel restrictions and cancellation of public gatherings, such as school, religious and other community activities. Make alternative arrangements for childcare. Observe local guidance on movement restrictions and access requirements for military installations. Seek guidance from employers and unit leaders about changes to work practices (for example, telework) and training events. Comply with medical orders for self-isolation or quarantine. 	<ul style="list-style-type: none"> Routinely clean and disinfect frequently touched objects and surfaces. If you're sick, call your medical provider for instructions on receiving care before going to a clinic or hospital. Make sure your installation is aware of the symptoms of your health threat. Stay informed by routinely checking reliable sources of information such as the Centers for Disease Control and Prevention and your local public health agencies. 	<ul style="list-style-type: none"> Avoid close contact with people who are sick. Wash your hands often and for at least 20 seconds with soap and water. Cover your cough or sneeze with a tissue, then throw it in the trash. Cough or sneeze into your elbow if tissues are unavailable. Avoid touching your eyes, nose and mouth. Practice a good diet and exercise. Make sure all immunizations are up to date, including your seasonal flu shot. Stay home if you are sick, and avoid close contact with family members and pets. Create an emergency preparedness kit. Create a pet disaster preparedness kit if needed.



Figure 2

Phase 0	Phase I	Phase II	Phase III
<ul style="list-style-type: none"> Stay at home Mandatory Telework 	<ul style="list-style-type: none"> Maximum Telework Cancelled in person gatherings Closed Child Care Phased return to work Closed Common Areas 	<ul style="list-style-type: none"> Optimized Telework Child Care open Large gatherings permitted under strict controls 	<ul style="list-style-type: none"> Vulnerable People Telework Public interactions w/ social distancing Unrestricted work Large gatherings permitted w/controls

Phase IV