



THE JOINT STAFF

WASHINGTON, DC

Reply Zip Code:
20318-0300

MEMORANDUM FOR THE JOINT STAFF

SUBJECT: Force Health Protection Guidance for the Joint Staff, Novel Coronavirus Disease

1. Effective immediately, all Joint Staff personnel shall comply with this guidance to mitigate the risk of transmission of Novel Coronavirus Disease (COVID-19). Our priority is to ensure the welfare and safety of Joint Staff personnel and our families, and to ensure mission continuity.

2. Applicability. This directive applies to all personnel assigned, attached, or detailed to Joint Staff offices, including military members, civilians, contractors, liaison and exchange officers, and those on temporary duty at the Joint Staff. The Joint Staff will separately promulgate guidance for Chairman-Controlled Activities.

3. Individual and Workplace Preventive Measures. Compliance with the following is critical to minimize the spread of COVID-19:

a. Appropriately wash hands with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.

b. Avoid touching eyes, nose, and mouth.

c. Avoid close contact with those who are sick.

d. Stay home when you are sick.

e. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

f. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

g. Maximize open doors within areas with equivalent classification levels.

h. Minimize meetings of more than five persons.

i. Minimize attendance at large group gatherings outside of the workplace.

4. Official and Personal Travel.

a. Official Travel: Effective immediately, the Director of the Joint Staff (DJS) will approve all official travel to OCONUS locations and to CONUS locations that have declared a public health emergency. Directors of Joint Directorates and special staff equivalents must approve

official travel to CONUS locations that have not declared a public health emergency on a case-by-case basis. This authority is not further delegable.

b. Personal Travel: Directors of Joint Directorates and special staff equivalents may approve personal travel on leave, pass or liberty to CONUS locations that have not declared a public health emergency, or Center for Disease Control (CDC)-designated Watch Level 1 area on a case-by-case basis. Directors will utilize CDC and Department of State (DOS) travel advisories and Department of Defense (DoD) travel restrictions to determine risk of travel. Only the DJS may approve exceptions for personal travel to CONUS areas with declared public health emergencies, OCONUS CDC-designated Alert Level 2, and Warning Level 3 areas. This authority is not further delegable.

c. Civilian Employee and Contract Personal Travel: All civilian employees and contract personnel should inform their supervisor of any travel to CDC-designated Alert Level 2 and Warning Level 3 areas. Personnel should regularly monitor the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for latest information and adjust travel plans as needed.

d. Foreign liaison and exchange personnel should adhere to the guidance for official and Service Member personal travel above.

5. Any personnel who have returned in the past 14 days from countries or areas identified as having confirmed COVID-19 outbreaks involving multiple people, or who have had close contact with someone with a confirmed infection of COVID-19 and feel sick with a fever, cough, or difficulty breathing shall:

- a. Through their Director, inform the Joint Staff Surgeon immediately.
- b. Seek medical care immediately. Before going to a doctor's office or emergency room, call ahead and tell them about the recent travel and symptoms.
- c. Avoid contact with others.
- d. Stay home, except to get medical care.
- e. Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.
- f. Wash hands often with soap and water for at least 20 seconds to avoid spreading the virus to others. Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol if soap and water are unavailable.
- g. Review <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

6. Personnel who do not have symptoms associated with COVID-19 infections (e.g. fever, cough) and have returned in the past 14 days from countries or areas identified as having confirmed COVID-19 outbreaks involving multiple people, or who have had close contact with

someone with a confirmed COVID-19 infection will immediately notify their supervisor and refer to CDC guidance for self-quarantine and evaluation measures. Personnel should not return to work until approved by their Director/designee or until 14 days from completion of their travel. Directors may, pursuant to DoD and Service regulations and policies, authorize telework opportunities, permissive TDY, or "work from home" as necessary. For civilians subject to quarantine, administrative leave (weather and safety leave) will be authorized in accordance with Office of Personnel Management guidance.

7. Reportable Medical Events: Directors and special staff equivalents will report all personnel who are diagnosed with COVID-19 or who have an initial positive test for COVID-19 to the Joint Staff Surgeon, local public health authorities, and the Armed Forces Health Surveillance Division, dha.ncr.health-surv.list.ib-alert-response@mail.mil.

8. Foreign Visits to the Joint Staff: All foreign visits to the Joint Staff, including Joints Staff offices in the Hampton Roads area, are cancelled. The DJS may approve exceptions on a case-by-case basis.

9. Telework: Directors of Joint Directorates and special staff equivalents will maximize the proportion of the workforce who have a completed telework agreement and who can perform their duties via telework in accordance with Joint Staff telework policy. Leadership will identify and inform all personnel who are designated as mission essential personnel who must report to duty during an outbreak.



GLEN D. VANHERCK, Lt Gen, USAF
Director, Joint Staff

Attachments:
None