

From: [Quinata, Shannon \(DZSP21\)](#)
To: [DZSP21 Annex Managers](#)
Cc: [DZSP21 Pandemic Response](#)
Subject: CONTRACTOR ACTION REQUIRED COVID 19 SCREENING REQUIREMENTS
Date: Tuesday, March 24, 2020 4:23:43 PM
Attachments: [2081 CONTRACTOR ACTION REQUIRED COVID 19 SCREENING REQUIREMENTS.pdf](#)
[Daily COVID Screening requirements-Weekly Template.xlsx](#)

Good afternoon all,

In accordance with attached NAVFAC Marianas directive (1st attachment), we will need to start implementing the questions for screening on a daily basis. The questions are a little be different for DZSP but similar to what the Government is requiring, so please use the questions on the template.

I have attached a weekly template to be utilized when screening your respective employees within your annex. I will be sending individual templates shortly containing all the names of your employees that are in costpoint that you can start utilizing for tomorrow.

I know it is late in the day, but can you please populate the information for today as soon as you receive the template that I will be submitting with your employee names.

Below is some guidance when compiling the information:

1. If the employee is not at work, then you could just indicate N/A instead of Yes or No.
2. Weekly template must be submitted to Suzette Gutierrez by before noon every Wednesday.
3. Do not deviate from the template, it should be standardized for compilation to the KO (Contracting Officer).
4. Assign each Supervisor with their direct reports to do a role call every morning during your safety briefings.
5. The Questions are on the first tab of the weekly template along with the instructions should any of the employees answer Yes.
6. Each worksheet should contain 7 days of questionnaire data.
 - a. When submitting the worksheet to Suzette, please use the following title: Daily COVID Screening requirements - Annex XXXX 03/24-03/31
 - b. Ensure each tab is renamed with the appropriate dates for the week.

Please ensure that social distancing is practiced throughout this pandemic. Thank you for your patience as we fight together to ensure the safety and well being of our folks.

I know there will be lots of questions or recommendations, so please send them my way.

v/r,
Shannon

-----Original Message-----

From: Jee-eun.Blanton@fe.navy.mil <Jee-eun.Blanton@fe.navy.mil>
Sent: Monday, March 23, 2020 7:38 PM
To: Cornell, Wayne (DZSP21) <Wayne.Cornell@dzsp21.com>
Cc: Quinata, Shannon (DZSP21) <Shannon.Quinata@dzsp21.com>; Jackson, Robert (DZSP21) <robert.jackson@dzsp21.com>; Diaz, Eugene (NFM) <eugene.diaz@fe.navy.mil>
Subject: CONTRACTOR ACTION REQUIRED COVID 19 SCREENING REQUIREMENTS

Mr. Cornell,

Please find attached for your prompt attention.

Very Respectfully,

Jee Blanton
Contracting Officer
NAVFAC MAR, BOS Division
671.339.1148 or 671.487.0211
jee-eun.blanton@fe.navy.mil



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