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**From:** Cornell, Wayne (DZSP21)  
**Sent:** Monday, March 16, 2020 11:48 AM  
**To:** DZSP21 Everyone  
**Subject:** COVID-19 and DZSP 21 Employees

**Importance:** High

Please share with those who do not have access to email  
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To my DZSP 21 Family:

In light of recent news [as of 7 PM Sunday, 15 March, there are three confirmed positive cases of COVID-19 on Guam], KO Direction and my last two messages, we will be taking extra precautions.

Aligned with policies that the Government of Guam and NBG have published, we just this morning instructed annex managers to send home any personnel with recent travel (since the beginning of March) off-island and are advising that they self-quarantine for a minimum of 14 days. We have established the date of 1 March 2020 as the date to apply this precaution. Anyone who has recently traveled in March is advised to stay at home for 14 days following their return. As an added measure, this will also apply to any employee(s) who have family members or others within their household that live with them and recently travelled off-island. Exceptions will be made for travelers who possesses a DPHSS recognized and certified document that attests he or she is not infected with COVID-19. Failure to report and/or comply may result in severe disciplinary actions as such employees may be putting others at risk.

During the quarantine period, employees will be required to utilize PTO or LWOP. Leave sharing will be an option, however proof of the travel for the employee and/or immediate family member will need to be provided. Prior to returning to work, a clearance from a medical provider would need to be submitted to HR.

If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your health care provider immediately for medical advice. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. The following symptoms may appear 2-14 days after exposure:

- \* Fever
- \* Cough
- \* Shortness of breath

Additionally, we also request that those exhibiting any flu-like symptoms remain at or be sent home as well. If you are sick, stay home as much as possible. This is to prevent the spread of any germs. There are numerous tips on preventive actions you can take and, as published with my last message, it starts with improving or increasing your social distancing and basic hygiene practices.

Despite what is going on, we still have a mission to support, and must continue to perform our duties. Please cooperate with the direction provided above for yourself, your family and the community. There is no need to panic. Remain calm and make sure that you are educating yourself and your family on the latest information available to you regarding this corona virus.

We are currently in the process of updating our Pandemic Policy and will disseminate that information once complete. We will be requesting a list of mission essential personnel from your annexes in the event the base initiates further precautions.

In the meant time, internally, we will:

- Cancel all Internal trainings
- Cancel all Off-island travel
- Require meetings be limited to those “as needed” and attended by only essential personnel

Stay Up to Date with Reputable Sources:

It is important to note that the situation can change quickly. The community is reminded to only share official notices and visit the following links for the most up-to-date information:

- \* CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- \* DPHSS website: <http://dphss.guam.gov/2019-novel-coronavirus-2019-n-cov/>
- \* GHS/OCD website: <<https://ghs.guam.gov/coronavirus>> <https://ghs.guam.gov/coronavirus-covid-19>;  
<https://ghs.guam.gov>

You could also follow NBG and Andersen’s Facebook page for updated on information base changes.

Stay safe!

God’s blessings to you all!

wayne

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*Think Safety Always*



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