



# COVID-19 LEADERS' REFERENCE CARD

Thursday, March 19, 2020

***For the latest information on COVID-19 updates impacting USMC,  
please check <https://www.marines.mil/coronavirus>***

**BACKGROUND:** Headquarters, Marine Corps and the Department of Defense remain fully functioning throughout the COVID-19 pandemic and are preparing for continuity of operations. We will continue to take measures to prevent the spread of disease, while providing ready and relevant forces for national defense. This COVID-19 leaders' reference complements the ALNAV and MARADMIN messages released to support the Secretary of Defense "Stop Movement" travel restrictions to mitigate the spread of COVID-19. HQMC Communication Directorate participates in a cross functional team to research the second and third order effects of COVID-19 prevention measures to readiness, training, force shaping, and family resilience. Guidance is being updated regularly with current developments. Items under review include entry level training, exercises, acquisition, etc. Additional service guidance will be passed via MARADMINS.

In order to mitigate the risk of transmission of COVID-19 among personnel, the Secretary of Defense published two memos addressing travel restrictions.

**OVERSEAS TRAVEL GUIDANCE:** Effective March 13, 2020, OSD announced an overseas travel stop movement for Service Members, DOD civilians, and dependents to CDC Level 3 countries, and a stop movement for dependents to CDC Level 2 countries. This includes all forms of travel to include Permanent Change of Station (PCS), Temporary Duty (TDY) and government-funded leave. For DOD uniformed personnel, this also included personal leave and other non-official travel.

**DOMESTIC AND U.S. TERRITORIES TRAVEL GUIDANCE:** In addition, the Secretary of Defense made effective March 16, 2020, a stop movement for the continental United States and its Territories for official travel, which includes PCS moves and TDY for Service Members, DOD civilians, and their families. Also covered is a limited hiring of civilians to those within the local commuting area and limiting leave for Service Members to their local area. These orders will remain in effect until May 11, 2020.

The Secretary of the Navy issued ALNAV 025/20, Vector 15 Force Health Protection Guidance for Department of the Navy (DON) and ALNAV 026/20, which provided COVID-19 guidance to all DON personnel and commands. The Marine Corps issued MARADMIN 150/20 and 162/20 that amplified overseas travel restrictions and MARADMIN 167/20 that amplified United States and its Territories travel restrictions.

These restrictions are necessary to preserve force readiness, limit the continuing spread of the virus, and preserve the health and welfare of Marines, Sailors, civilians, and their families.

## **KEY ELEMENTS OF MARADMIN 150/20:**

- All official travel to OCONUS locations that have declared a public health emergency or has a CDC travel advisory requires approval by a DC, MARFOR, or MEF commander.
- All leave requests to areas that have declared a public health emergency or has a CDC travel advisory require approval by the first GO in the chain of command.
- Maximize virtual conferences, meetings, classes, and telework.
- All Marines returning/redeploying from countries under a CDC travel advisory of level 2 or higher, or who have had close contact with an infected person will be screened and monitored for symptoms of COVID-19. Be prepared to place service members under a 14-day restriction of movement (ROM).



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## KEY ELEMENTS OF MARADMIN 162/20 (OVERSEAS):

- Until May 11, 2020, all Marines and their family members traveling to, from, or through CDC THN Level 3 (COVID 19) designated locations will stop movement. This includes all forms of official travel, including permanent change of station (PCS), temporary duty (TDY), and government-funded leave. For Marines, this also includes personal leave and other non-official travel.
- Until May 11, 2020, concurrent official travel for family members of Marines is delayed into CDC THN Level 2 (COVID 19) designated locations. However, Marines with PCS orders to CDC THN Level 2 (COVID 19) designated locations must be prepared to execute orders without dependents to those locations.
- Defer all non-mission essential travel. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, as determined by the first General Officer or SES in the chain of command.
- Marines assigned to commands within a CDC THN Level 3 country will defer travel within that country until further notice, unless an exception is granted by Ccdr.
- Travel restriction exemptions for Marines separating or retiring, and for Marines under the responsibility of a U.S. Chief of Mission.
- Pre- and post-travel screening and reception for all travelers traveling to or from a location designated as a CDC THN Level 2 or higher.
- Civilian personnel hiring action for positions in CDC THN Level 2 or 3 designated locations are postponed for non-essential civilian personnel who have not yet begun travel until travel restrictions are lifted.

## KEY ELEMENTS OF MARADMIN 167/20 (UNITED STATES AND ITS TERRITORIES):

- Until May 11, 2020, for domestic (United States and Territories) travel, all Marines and all civilians and family members whose travel is government funded will stop movement. This includes permanent change of station (PCS) and temporary duty (TDY).
- Until May 11, 2020, commands may only hire civilian employees within the local commuting area.
- Until further notice, Marines are only authorized local leave and liberty.
- Exemptions: Marines pending retirement or separation during this period may proceed in accordance with their official orders.
- Special details relating to reserve component Marines are available by contacting MARFORRES G-1 offices.

## DEFINITIONS:

- **COVID-19** refers to a respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. For COVID-19, this is for a period of 14 days. Quarantined personnel should be treated as Sick-In-Quarters, remaining in quarters away from others for the duration of the quarantine period.
- **Isolation** separates sick people with a communicable disease from people who are not sick. Isolated personnel should be treated as Sick-In-Quarters, remaining in quarters away from others for the duration of the isolation period.
- **Presumptive Positive** case was an earlier term used for COVID-19 that applied to anyone who tested positive for the virus at the local or state level. New CDC guidance lists all positive test as confirmed positive.
- **Confirmed Positive.** For the DOD, confirmed positive applies to anyone who has tested positive for the virus at any level.
- **Conditional Release.** Temporary supervision and monitoring of an individual or group, who may have been exposed to a quarantinable communicable disease to determine the risk of disease spread. Supervision is accomplished through in-person visits, telephone, or through electronic or Internet-based monitoring.
- **Restriction of Movement.** Limiting movement of an individual or group to prevent or diminish the transmission of a communicable disease, including limiting ingress and egress to, from, or on a military installation.



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## Health Protection Condition (HPCON) Framework (DODI 6200.03)

SITUATION	HPCON	EXAMPLE HEALTH PROTECTION MEASURES
Normal Baseline	0	<b>Routine:</b> Standard precautions such as routine hand washing, cough on sleeve, diet, exercise, vaccinations, education, stockpiling, planning, routine health alerts, etc.
Report of unusual health risk or disease	A	<b>Limited:</b> Health Alert, communicate risk and symptoms, review plans, verify preparation: training, stocks, posture, prepare to diagnose, isolate, and report new cases
Outbreak or heightened exposure risk	B	<b>Moderate:</b> Strict hygiene (no handshaking, wipe common use items); if exposed, self-isolate (wear mask or remain home); avoid contaminated water/food or risk area, vector control
High morbidity epidemic or contamination	C	<b>Substantial:</b> Social distance (limit meetings, social, TDYs); shelter in-place indoors; or, if directed, don respirators; mass distribution of medical countermeasures, if applicable
High mortality epidemic or containment	D	<b>Severe:</b> Restrict movement (quarantine), mass evacuation, mass decontamination, subsist on secure food/water sources

**ADDITIONAL INFORMATION:** Commands with Civilian Marines can access this link for additional guidance regarding civilians, to include FAQs and policy guidance: <https://www.manpower.usmc.mil/webcenter/portal/MPC40>

**SYMPTOMS:** Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear 2-14 days after exposure: fever, cough, shortness of breath. The CDC expects the peak for COVID-19 will occur between mid-April and mid-May. Installations maintain decisions on closing common use areas such as gyms, exchanges, and libraries. Center for Disease Control and Health and Human Services are the experts.

**FOR MORE INFORMATION:**

- <https://www.cdc.gov/coronavirus/2019-ncov>
- <https://www.defense.gov/explore/spotlight/coronavirus>