



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND  
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5300  
Memo CMO/015  
20 March 2020

MEMORANDUM

**From:** Commander, Naval Facilities Engineering Command  
**To:** Commanders and Commanding Officers, Naval Facilities Engineering Command

**Subj:** NAVAL FACILITIES ENGINEERING COMMAND CORONAVIRUS DISEASE 2019 HUMAN RESOURCES INFORMATION UPDATE—TELEWORK, WEATHER AND SAFETY LEAVE, SELF-ASSESSMENT AND SELF-SCREENING

**Ref:** (a) NAVFAC Memorandum, “Naval Facilities Engineering Command Coronavirus Disease 2019 Human Resources Information,” of 17 Mar 20  
(b) OMB Memorandum, “Federal Agency Operation Alignment to Slow the Spread of Coronavirus COVID-19,” of 17 Mar 20

1. Guidance herein augments reference (a), provides Commanders and Commanding Officers the authority to mandate Situational Telework, and provides supplemental guidance regarding Weather and Safety Leave, Self-Assessment, and Self-Screening.

2. Situational Telework. Reference (b) authorizes Commands to mandate Situational Telework to all employees working in telework eligible positions (or working in positions with duties that can be accomplished via telework), regardless of whether the employee is under an approved telework agreement.

a. Employees who are teleworking may be required to return to the worksite when their physical presence is necessary.

b. Supervisors should find other duties to support situational telework, when possible, for employees whose position may not normally support telework due to the need to work with classified information, daily interactions with customers, etc. Telework eligible duties may include, but are not limited to, reviewing instructions, completing training courses, watching training videos, etc.

c. Employees are required to contact their supervisors on a daily basis, or as otherwise directed, to discuss available work.

3. Weather and Safety Leave for Telework Eligible Employees. Weather and Safety Leave is a form of paid absence that may be approved for a telework eligible employee who is asymptomatic of COVID-19, is subject to movement restrictions (i.e. quarantine or isolation)

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under the direction of public health authorities, and is not able to telework. Otherwise, supervisors may generally not authorize Weather and Safety Leave to employees who are telework program participants. Employees granted Weather and Safety Leave are required to contact their supervisors daily and when directed report to the worksite.

4. Weather and Safety Leave for Non-Telework Eligible Employees and Self-Assessment.

Weather and Safety Leave is a form of paid absence that may be approved for non-telework eligible employees for the reasons identified below. Employees granted Weather and Safety Leave are required to contact their supervisors daily and report to the worksite when directed.

a. The employee is asymptomatic of COVID-19 and subject to movement restrictions (i.e. quarantine or isolation) under the direction of public health authorities.

b. The employee has self-identified as a high-risk individual for COVID-19 and can provide medical documentation to support this self-assessment when appropriate. Reference (b) and the Centers for Disease Control identify high-risk factors including:

- (1) Age (adults 65 years and older).
- (2) Asthma.
- (3) Underlying Medical Condition (such as Lung Disease, Heart Disease, and Diabetes).
- (4) People with HIV.
- (5) Pregnant Women.

c. The employee is not able to safely travel to or perform work at an approved location. This may include an employee who is waiting for a COVID-19 test result.

5. Self-Screening. NAVFAC employees should personally contribute to slow the spread of COVID-19. Each day, it is imperative that employees consider the questions below. When answering “yes” to any of the below, employees should seek proper care and contact their supervisor as soon as practicable to determine the best course of action in accordance with paragraphs 2 through 4 above.

a. Have you traveled outside the local area in the last 14 days?

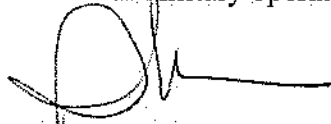
b. Have you had close personal contact, as defined below, with anyone who has been diagnosed with COVID-19 (lab or clinical diagnosis)?

- (1) Been within six feet for prolonged period (approximately 10 minutes).
- (2) Shared a confined space (taxi cab, shared stateroom, berthing proximity, office, etc.).
- (3) Had direct contact with infectious secretions (been coughed or sneezed on, etc.).

c. Are you experiencing any symptoms, to include fever, chills, cough, sore throat, shortness of breath, and/or body aches?

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6. The content of this memorandum empowers NAVFAC leadership to make the necessary decisions for your workforce to slow the spread of COVID-19. NAVFAC will continue to support efforts to prevent or inhibit the geographical spread of the virus and to maintain operational readiness, safety, risk mitigation, and critical military operations.



P.A. POLLOCK  
By direction

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