



DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON DC 20319-5066

March 13, 2020

MEMORANDUM FOR THE NDU COMMUNITY

SUBJECT: Novel Coronavirus Disease (COVID-19) Guidance for NDU Health and Protection – Update #1

1. Effective immediately, all NDU personnel and students shall comply with this guidance to mitigate the risk of transmission of Novel Coronavirus (COVID-19) to ensure the welfare and safety of the NDU community.
2. This memo applies to all NDU assigned personnel, students, faculty, and staff.
3. Compliance with the following preventive measures 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, and then throw the tissue in the trash.
 - f. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning sponge or wipe.
 - g. Maximize open doors within areas with equivalent classification levels.
 - h. Observe Social Distancing. Minimize congregate settings, avoid mass gatherings and maintain suggested distancing (2 meters) and limit duration of sustained contact with individuals.
4. Travel.
 - a. Official Travel: all NDU official travel is restricted at this time based upon guidelines from the Centers for Disease Control (CDC) and Prevention, World Health Organization, U.S. Department of State, Joint Staff, and Security Assistance Training

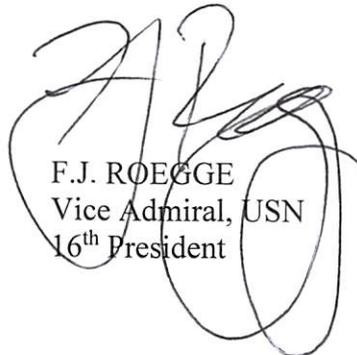
Field Activity (SATFA). The NDU-P may approve exceptions if deemed essential to the achievement of learning outcomes and the educational mission of the University.

- b. Personal Travel (Military Personnel). Component Leaders may approve personal travel on leave, pass or liberty to CONUS locations on a case-by-case basis. CDC, Department of State (DOS) travel advisories and Department of Defense (DoD) travel restrictions will be utilized to determine risk of travel. Only the Vice President of Academic Affairs (Provost) and Vice President of Administration (Chief Operating Officer) may approve exceptions for personal travel to OCONUS CDC-designated Alert Level 2 and Warning Level 3 areas. This authority is not further delegable. Post travel screening procedures will apply.
 - c. Personal Travel (Civilian Employee and Contract Personnel). 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. Post travel screening procedures should be factored into your travel plans.
5. Visitors and Guest Speakers. Visits from foreign delegations, senior leaders, and guest speakers are postponed until further notice, or must be delivered virtually. Exceptions are at the discretion of the NDU-P and must be deemed essential to the educational mission of the university.
 6. Conferences, workshops, gatherings, and events with large number of attendees are cancelled or postponed. Virtual meetings are strongly encouraged if possible. NDU faculty and staff should only engage in essential face-to-face meetings related to university business, and modify such gatherings in order to encourage social distancing and mitigate the spread of coronavirus.
 7. Continuity of Instruction. **Beginning Monday, 16 March 2020**, ALL NDU courses will move to the online environment and will remain online until further notice. Deans are responsible for working with their faculty to develop plans to achieve academic outcomes remotely.
 - a. Faculty are to leverage the university's learning management system, BLACKBOARD, as well as other technologies and alternative instruction techniques to ensure learning outcomes are achieved.
 - b. To avoid delays or connectivity issues with VPN, Faculty will utilize their NDU wired office computers to migrate AY 2019-2020 spring course content from shared or personal drives to Blackboard.
 - c. NDU Reference Library will be open during normal business hours and will have both a librarian and virtual assistance available for students and faculty.

8. Continuity of Operations. The Chief Operating Officer organization, in coordination with the Deans of Administration, is developing a University continuity of operations plan to support the Continuity of Instruction strategy and ensure essential Information Technology, Human Resource, Financial Management, Facilities, Security and Operations functions can be maintained. The plan will reflect guidance to reduce NDU campus personnel density, increase social distancing and maximize the use of workforce flexibilities. This more detailed planning will be published separately.
 - a. Work Flexibilities. Workforce flexibilities should be utilized to the greatest extent possible. (i.e., authorizing telework, utilizing compressed work schedules, approving leave requests, considering requests for advanced leave).
 1. Plans to minimize the number of employees in the office at one time should be developed (i.e. rotational schedules for telework, using virtual meeting capabilities).
 2. Work that can be done offline should be identified and documented (e.g., consider telework for non-traditional telework positions).
 3. All expectations for employees who are teleworking should be clearly outlined, consistent, and documented in a telework plan approved by supervisors. Determine what work will be accomplished in a remote environment (i.e., online professional development opportunities, data entry, support to other Components). Performance management expectations should not be changed as a result of telework.
 4. DoD Civilian Workforce Guidance 08MAR2020 found on the NDU COVID-19 Information Sharing SharePoint page specifically addresses FAQs regarding Telework answered by OPM, starting on page 13. The direct link to the NDU COVID-19 Information Sharing SharePoint Page is <https://portal.ndu.edu/Pages/Coronavirus-Updates.aspx>.
 5. All NDU telework information and training can be found at <https://portal.ndu.edu/sites/HRD/Pages/Telework.aspx>
 6. DFAS has issued updated COVID-19 rules for Leave and Telework. Directors may temporarily authorize telework for employees who are currently ineligible (e.g., position isn't coded, they are in a probationary period, have a disciplinary action or currently on a formal PIP, etc.). Employees will need to complete training and an agreement and obtain VPN access. The full guidance is posted on the NDU SharePoint Page above.
 7. Daily Supervisor/Employee Accountability and Reporting. While NDU is operating under maximum workforce flexibility it is imperative supervisors maintain daily accountability of assigned personnel. Specific reporting criteria for the health/condition of personnel is being coordinated with the Joint Staff and

Installation Commander. NDU is developing a process for receipt and subsequent transmittal of reporting information.

8. Any exceptions to telework eligibility can be waived at the Director level.
- b. Employee Assistance Program (EAP). EAP information can be found at OPM Employee Assistance Program Information can be found at <https://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/>. The link can also be found on the HRD Links page - <https://portal.ndu.edu/sites/HRD/Lists/Links/AllItems.aspx>.
9. Everyone must take preventive actions to protect themselves and others from the spread of germs. As stated before, if students, faculty or staff are experiencing symptoms of fever, cough, or difficulty breathing, consult a medical professional.
10. Anyone who is diagnosed with the Coronavirus is strongly encouraged to report it to the **National Defense University Control Center at 202-685-3767.**
11. Periodic updates to this guidance will be forthcoming as we refine our academic and enterprise business processes and incorporate additional higher headquarters guidance as it is received.



F.J. ROEGGE
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