

NAVSEA | NSWC CRANE RETURN TO OFFICE PLAYBOOK



| COVID19

NAVAL SURFACE WARFARE CENTER, CRANE DIVISION

# RETURN TO THE OFFICE PLAYBOOK

## INTRODUCTION

The world has changed, and NSWC Crane must now change. While remaining focused on support of our mission, the NSWC Crane work environment must now include the implementation of safety protocols and measures to ensure that we continue to Preserve and Protect the health and well-being of each team member.

Four main Command priorities remain valid and were central to the development of the NSWC Crane RTO Plan:

- Preserve & Protect
- Mission
- Slow it Down
- Emerge Successfully

This playbook reflects the Command's philosophy and it is understood that some buildings, divisions, or branches may need to adapt to their specific conditions, while still adhering to the intent of the policy.

We are in close coordination with NAVSEA and Warfare Center HQ and are actively monitoring national and state efforts and trends, as well as CDC guidelines.

We are committed to keeping you informed. **Please direct additional questions, comments, or concerns to**  
**Cran\_ReturnToOff.fct@navy.mil**

# PHASED RTO PLAN

*Phase progression and regression is based upon local, state, Navy, and CDC guidance and is subject to change at the discretion of ELT*

## PHASE 0

### GATING CRITERIA

Maximum social distancing  
Face coverings worn when Social  
Distancing is not possible  
Employees may work on-site with  
Supervisor approval (ex. Direct  
Fleet support)

## PHASE 1

### GATING CRITERIA

Maximum social distancing  
Cleaning supplies available  
PPE supplies available  
Use alternate work schedules  
Symptom screening at home  
Positive Case Plan  
Use virtual meetings

## PHASE 2

### GATING CRITERIA

Maximum social distancing  
Symptom Screening at home  
PPE supplies available  
Cleaning supplies available  
Use alternate work schedules  
Positive Case Plan  
Standard meetings should be virtual  
Maintain a reserve workforce  
High-risk individuals given priority to  
telework  
In-Person meetings based on Max  
Capacity Guidelines

## PHASE 3

### GATING CRITERIA

Return to Normal Operations  
Maximum social distancing  
Use alternate work schedules  
Maintain a reserve workforce  
In-Person Meetings based on Max  
Capacity Guidelines

## QUESTIONS?

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## PERSONAL RESPONSIBILITIES / EXPECTATIONS

With a commitment to health and safety, it is important the workforce understands the policy for returning to the office in regards to:

**SOCIAL DISTANCING.** Employees must maintain six feet of social distancing at all times. When this is not possible, they must wear face coverings.

**FACE COVERINGS.** While on base, employees must have a face covering with them per base, Navy, and Center for Disease Control guidelines for safe distancing. Specifically, all individuals will wear a face covering when they are unable to maintain a 6-foot distance from other employees in the workspace which includes computer support, picking up supplies, and security support. All individuals will wear a face covering while in public areas, or while transiting common areas of buildings including bathrooms, hallways, kitchen areas, and stairwells.



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**CONTRACTOR FACE COVERINGS.** Contractors have been asked to bring in their own face coverings. Face coverings can be made available to a contractor in the event a specific mission in a government space requires it, and they do not have one readily available.

**CLEANING SUPPLIES.** The command's intent is to make a common set of cleaning supplies available within each occupied building and in central locations for individuals working in locations that may not normally contain cleaning supplies. These supplies can be used to disinfect areas as determined necessary by employees. The standard set of cleaning supplies includes hand sanitizer, disposable gloves, disinfectant wipes, disinfectant (wipe and wipe-free) spray, bleach, spray bottles, and cleaning rags. Similar to face coverings, availability of supplies may vary day to day and week to week due to the current national emergency, but the command will maintain standing orders to fill when vendors are able to fill. We remain committed to keeping our workforce apprised of updates to our policy.

We at NSWC Crane ask employees to exercise continuous vigilance and identify areas of concern, potential hazards, opportunities for improvement, and touchpoint reduction opportunities.



## SAFETY PROTOCOLS

**DAILY SELF-HEALTH CHECKS.** The Centers for Disease Control documented symptoms of COVID-19 are fever, cough, and shortness of breath.

**WASH YOUR HANDS FOR 20 SECONDS.** As we work together to maintain safe practices in the workplace, it is critical to maintain hand washing guidelines from the CDC.

**PRACTICE SOCIAL DISTANCING.** We must maintain a distance of six feet at all times in the office.

**WEAR FACE COVERINGS, THEY'RE NECESSARY.** When we can't maintain six feet of social distancing, we must wear face coverings as well as anytime in common areas.

**HAND SANITIZER MINIMUM 62 PERCENT ALCOHOL.** Hand sanitizer was procured and distributed across Departments and the workforce. In addition, hand sanitizer wall-mount stations and associated hand sanitizer are being obtained and will be mounted in buildings across the base.





#### CLOTH FACE COVERINGS SHOULD:

1. Fit snugly but comfortably against the side of the face
2. Be secured with ties or ear loops
3. Include multiple layers of fabric
4. Allow for breathing without restriction
5. Be washed or cleaned regularly

A washing machine should suffice in properly washing a cloth face covering.

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

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## EMPLOYEE CLEANING RESPONSIBILITIES

We understand the importance of maintaining cleaning frequencies in high touch-point areas, including common spaces, workstations and equipment, as well as requiring frequent hand washing to help prevent the spread of COVID-19. The sanitation process focuses on:

**Touch Point Sanitization & Cleaning.** Increased frequency of high touch point area cleanings, and relaying when the area was sanitized last.

Put on disposable gloves. Do not touch your face until gloves are removed and hands are washed. Use a commercially manufactured disinfectant recommended by the CDC (following manufacturer's guidelines for dilution, if appropriate).

DO NOT mix chemical disinfectants.

Ensure there is proper ventilation of the room.

Clean hard (non-porous) surfaces (tables, desks, doorknobs, light switches, handles) with disinfectant applied to disposable rags or paper towels. Ensure the contact time for the disinfectant follows manufacturer's recommendations. For bleach solution, ensure 10 minutes of contact time for complete disinfection. If the solution evaporates and dries, add more until 10 minutes have elapsed.



**WORKSTATIONS/PROCESS EQUIPMENT.** Clean electronics (cell phones, tablets, touch screens, keyboards, monitors, computer mouse) using alcohol based wipes or sprays containing at least 70% alcohol. Empty keyboards of debris in trash before cleaning. Dry surfaces thoroughly to avoid pooling of liquids. Put all trash in plastic bag. Remove gloves and place in the trash bag. Wash your hands thoroughly with soap and water.



## SOCIAL DISTANCING

In order to have a healthy work environment we all have to practice social distancing. Physical distancing, also called “social distancing,” is the act of keeping space between yourself and other people outside of your home and in the workplace. This, in combination with minimizing touchpoints and increasing airflow, is crucial in preventing and stopping the spread of COVID-19. It is advisable for all NSWC Crane employees to follow these recommendations not only for their preventative health but also for the health of their co-workers. This social distancing section will focus on five areas:

- 1) **Workplace Best Practices.** We continue to be concerned with and focused on the health and safety of NSWC Crane employees. While our priority is your health and safety, we still have a critical mission to perform in support of our Navy and nation. While working on the base we will do all we can to ensure your work areas are clean and sanitized and you are able to perform your work functions, and interact with your co-workers in a safe manner. People can spread the virus before they know they are sick, so it is important to practice social distancing when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.
- 2) **Workstations Recommendations.** When planning your work week, providing recommended workstation seating patterns will help encourage social distancing. For instance, with office layout there should be 50 percent maximum seating per cluster with staggered seating. Traditional cubes already provide a 6-foot (two meters) distance between co-workers, while compressed cubes should be selected by staggering to maintain six feet of distance between co-workers.

**3) Doors Open Strategy.** To improve office environment conditions NSWC Crane recommends to keep office and corridor doors open to allow the free flow and increase of airflow throughout the building/facility. This also lessens the possibility of contracting viruses/germs from touching handles and hardware. Please follow these strategies:

Keep doors open to increase airflow.

Maximize open doors within area with equivalent classification levels.

Continuing open doors will prevent the need to use hands on hardware.

Increase ventilation by opening windows (if permitted), or adjusting air conditioning.

Ventilation systems will operate more effectively and efficiently with open doors throughout the facility.





**4) Smart Meetings.** Regarding meetings, employ best practices such as virtual meetings, or hosting meetings in open ventilated spaces.

Do not exceed posted maximum capacity for multi-purpose spaces or large conference rooms. Signs are posted on doors to conference rooms advising of face covering use and occupancy.

Minimize meetings of more than five people, use virtual meetings where possible.

Use videoconferencing for meetings when possible.

When not possible, hold meetings in open, well-ventilated spaces.

Be sure to stagger seating so no one is face-to-face, and wipe down all areas before and after use.

**5) Lunch And Break Area Planning.** Please consider the following recommendations in planning your break or lunch.

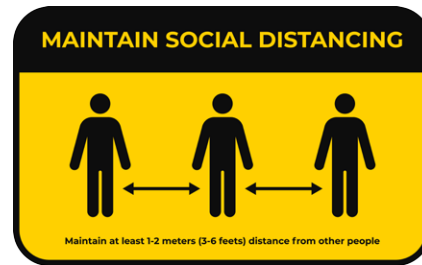
Staggered start/stop times and lunch breaks will help prevent congestion in normally high traffic areas.

Remove chairs from kitchens and break areas.

Consider eating outside if possible and maintaining a 6-foot distance from coworkers.

Water refill stations and drinking fountains are used to fill personal containers only, while community coffee pots should be closed and covered.

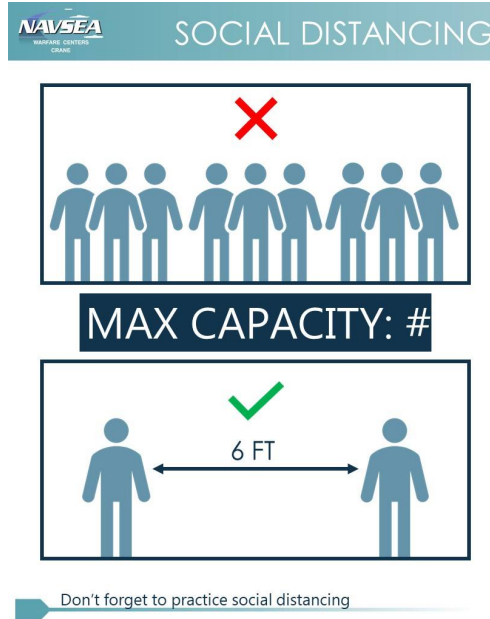
Buffet style and self-serve food options are suspended to reduce touchpoint risk and support physical distancing.



## REINFORCEMENT OF MASK POLICY

Employees are required to have a face covering with them at all times when on base. This ensures you have a face covering to wear per NSWC Crane, Navy, and Center for Disease Control guidelines for safe distancing. Specifically, all individuals will wear a face covering when they are unable to maintain a 6-foot distance from other employees in the workspace (includes computer support, picking up supplies, security support). All individuals will wear a face covering while in public areas, or while transiting common areas of buildings (e.g., bathrooms, hallways, kitchen areas, or stairwells).

## SIGNAGE



## FACILITY PREPARATION

**HVAC – FILTER CHANGES** - NAVFAC will be upgrading HVAC filters (MERV-13) on systems that can handle the increased strain they will cause on the system during normal PM cycle changes.

**AIR PURIFIERS** - 171 air purifiers were purchased and distributed out to areas where social distancing is not possible. These H13 true HEPA filtered air purifiers are intended as a passive engineering control to further reduce exposure to airborne viruses.

**INCREASED CLEANING AND SANITIZATION** - The NAVFAC janitorial services contract has been modified for increased cleaning services. This increase specifically targeted increased cleaning of common areas from once a day to twice a day. This contract MOD has been funded thru 30 September 2020 and the requirement will be re-evaluated beyond that as we approach the end of that PoP.

- Break areas to 5 days /week, clean drinking fountains 2x/day
- Restrooms are cleaned and serviced 2x/day
- Shower / locker rooms damp mop / disinfect floors, restrooms (cleaned and disinfected), consumables restocked and wastes emptied, showers cleaned and disinfected horizontal surfaces 2x/day.

**HAND SANITIZER** - Over 300 Hand Sanitizer Units were installed in occupied NSWC buildings. Hand sanitizers are checked daily and refilled as needed thru the NAVFAC janitorial services contract. If for some reason you have a hand sanitizer unit that hasn't been refilled please contact your building monitor or your department facility coordinator and we will work to ensure they are refilled ASAP.



**PHYSICAL BARRIERS**- one of the best practices to prevent disease transmission in the work areas where 6ft of separation is not possible is to retrofit the workstations with physical barriers such as cubicle panels, desk mounted screens, and floor mounted panels. These barriers can come in a variety of sizes and materials that are easy to clean.

**PROJECT LYSOL** - NSWC Crane is exercising vigilant measures to mitigate the spread of COVID-19. NSWC Crane has a contract and SOP in place for enhanced cleaning if a COVID-19 situation occurs. A specialized professional cleaning service contract has been established to conduct all cleaning efforts following a COVID-19 situation.



## MONITORING AND REPORTING MEASURES

We have, and will continue, to remain vigilant in keeping the health and safety of the workforce a top priority.

**COMMUNICATION AND EDUCATION** – Convey policies and procedures and our commitment to remaining flexible with change through various means to ensure widespread awareness and understanding.

**EMPOWERMENT AND SUPPORT** – Provide supervisors with policies and procedures enabling them to respond to any potential concerns and questions in a timely manner. Empower supervisors to create an encouraging and supportive work environment as employees return to the office.

**PERSONAL RESPONSIBILITY** – As we each do our part, we must be responsible for our own health and safety. As a team, it's important to ensure the health and safety of each other.

**For reporting questions and concerns, please contact [Cran\\_ReturnToOff.fct@navy.mil](mailto:Cran_ReturnToOff.fct@navy.mil)**

