

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRZ

30 July 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

1. **References:** See Enclosure 1.
2. **Purpose:** This policy provides Human Resources guidance to all Ohio National Guard (OHNG) commanders and supervisors, regarding the operational posture and force-protection measures that the OHNG will continue to employ, during the coronavirus disease 2019 (COVID-19) pandemic. The policy also clarifies and expounds upon previous guidance, in order to ensure a common understanding of the measures we must implement and maintain to protect the force and preserve readiness—while simultaneously ensuring the accomplishment of the mission.
3. **Applicability:** This policy applies to all State employees of the Adjutant General's Department and to all members of the Ohio National Guard (OHNG) full-time federal workforce: i.e., Title 32 Dual-Status Military Technicians, Title 5 National Guard Employees, and all military members performing Full-Time National Guard Duty (FTNGD), to include members performing Active Guard Reserve (AGR) duty or any other form of FTNGD (e.g. Operational Support, Counter-Drug duty, FEMA MA duty, etc.). All members employed and/or performing duties within the preceding workforce categories will, hereafter, be referred to collectively as the "workforce" and/or "workforce members." The guidance herein also applies to contractor personnel, when those personnel are physically present in any OHNG facility or any location where they are providing contracted services to and/or on behalf of the OHNG. Contracting officers must instruct contractors to take necessary steps to ensure their employees adhere to the workplace restrictions and requirements of this policy.
4. **Office of Primary Responsibility:** The office of primary (OPR) responsibility for this policy is the OHNG Human Resources Office (HRO); however, the HRO is not the repository for medical, safety, or occupational-health expertise. Consequently, the HRO is not the OPR for medical, safety, or occupational-health guidance. Therefore, for more detailed information and/or questions regarding any medical-specific, safety-specific, and/or occupational-health-specific guidance—herein stated—commanders, supervisors, and all workforce members should contact, or refer to guidance published by, the State Surgeon's Office (or Wing Medical Group); the State/Wing Safety office(s); and/or the State/Wing Occupational Health office(s).

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

5. **Policy:** Because Governor DeWine's Declaration of a State of Emergency (reference i.) remains in effect, the OHNG continues to operate under a declared public health emergency and its continuity of operations plan (COOP). Therefore, effectively immediately and until further notice, the OHNG will continue to employ all measures necessary to mitigate the risks associated with the spread of COVID-19, in order to protect the force and to preserve our readiness to respond to any crisis. Because the full-time workforce is critical to facilitating the overall success of the OHNG, we must continue to employ the Force Health Protection (FHP) measures, previously implemented by the Department of Defense and The Adjutant General, in response to the COVID-19 pandemic. The complete details of the aforesaid FHP measures can be found in the references, listed in enclosure 1 of this policy; however, a summary of those measures follows:

a. **Social Distancing Measures:**

(1) **Alternate Duty Locations and Flexible Scheduling:** To the fullest extent practicable and consistent with mission needs, all OHNG commanders and supervisors will continue to employ the workforce-management tools that are outlined in references l. and m., found in enclosure 1 of this policy. These workforce management tools include—but are not limited to—maximum use of telework, alternative work schedules, shift work, weather and safety leave, etc. It's important to note that not all of these workforce management tools are available to all categories of the workforce (e.g. state vs. federal employees); therefore, workforce members and supervisors should contact the appropriate Human Resources representatives, when unsure of which tools are available to them and those they supervise.

(2) **Maintaining Six Feet of Social Distance:** At the regular duty location, all commanders and supervisors will—to the fullest extent practicable and consistent with mission needs—minimize close contact between workforce members, by assigning work tasks that allow for maintaining at least six feet of separation between workforce members. When six feet of separation is impractical, infeasible, or otherwise excessively difficult to maintain during the effective accomplishment of the mission, commanders and supervisors will perform deliberate risk assessments and implement controls to mitigate the risk of spreading COVID-19: e.g. reconfiguring / repositioning work-stations; installing barriers between workstations and/or workforce members; increasing the regularity of workplace sanitation procedures; requiring workforce members to wear cloth face coverings at all times; etc.

(3) **Limiting In-person Gatherings and Minimizing Group Size:** To the fullest extent practicable and consistent with mission needs, all commanders and supervisors will limit all group gatherings and interactions to no greater than 10 workforce members, while still adhering to the aforementioned six-foot, social-distance rule. Furthermore, all commanders and supervisors will—to the fullest extent practicable and consistent with mission needs—continue to make full use of videoconferencing and teleconferencing to minimize face-to-face, in-person meetings, even between workforce members who are physically present at the regular duty location. When commanders and supervisors assess this restriction as impractical, infeasible, or otherwise excessively difficult to maintain during the effective

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

accomplishment of the mission, they will perform deliberate risk assessments and implement control measures to mitigate the spread of COVID-19.

b. **Use of Cloth Facial Coverings:** The Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health (ODH) have determined that the use of facial coverings significantly protects others, in the event that the wearer is infected with COVID-19. On 22 July 2020, Governor DeWine announced that a statewide facial coverings order would go into effect the following day at 1800. Subsequent to the Governor's announcement, the Interim Director of Health published an order requiring all individuals in Ohio to wear facial coverings **at all times, with limited exceptions**, when in an indoor public setting (i.e. any location other than a private residence) or in an outdoor public setting when individuals cannot maintain six feet of distance between one another. The ODH Director's order became effective at 1800 on 23 July 2020 and **will remain in effect until further notice**. In view of the Ohio Commander-in-Chief's verbal order, the ODH Director's written order, and existing DoD COVID-19 guidance, all OHNG commanders and supervisors shall ensure strict adherence to the following:

(1) **Workplace-wide Requirement:** All workforce members—as defined in paragraph 3 of this policy—shall wear cloth facial coverings **at all times**, when physically present at any OHNG facility and/or on any OHNG installation; and/or while performing duty at any location, other than at the workforce member's residence (e.g. during Telework). These requirements apply to both outdoor and indoor locations (except private residences and except when performing physical training (PT); although those participating in PT must still maintain six feet of social distance). Additionally, any person visiting an OHNG facility or installation (whether present in an official or unofficial capacity) shall be required to adhere to all requirements herein stated. Any person who refuses to comply with this requirement shall not be granted access to OHNG installations and/or facilities.

(2) **Facial-Covering Definition / Criteria:** For the purposes of this policy, and in accordance with reference p. (see enclosure 1 of this policy), a facial covering is defined as *any material that covers an individual's nose, mouth, and chin, at all times*. It is also important to note that, when a facial covering is worn in such a manner that it does not meet all criteria of this definition (e.g. when only covering the mouth and/or chin) it shall not be considered a facial covering, within the context of this policy. Commanders and supervisors shall ensure facial coverings are worn correctly, at all times, when required by this policy (i.e., covering the nose, mouth, and chin of the wearer). Additionally, commanders and supervisors must ensure adherence to the following guidance, regarding the distribution and use of medical-grade Personal Protective Equipment (PPE), and the wear and appearance of facial coverings when worn with military uniforms:

(a) Medical-grade PPE: Medical-grade facial coverings (e.g., N95 Respirators and Surgical Masks), Surgical Eye Protection (including surgical face shields), Surgical gowns, and Surgical gloves are considered mission-critical supplies for both the military and civilian medical communities. For this reason, commanders and supervisors should take actions to

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

conserve these critical supply items: e.g., refrain from authorizing the use of these critical supply items by anyone other than medical/healthcare providers, who are engaged in the treatment and/or assessment of patients or potential patients; or by members performing official duties where there is a verifiable increased risk of the spread of COVID-19; or the wearer has a bona fide reason for using one or more of these items (e.g. if the individual is in a high-risk or special-risk category—as defined by the CDC—and cannot maintain an adequate social distance from others in the workplace).

(b) Uniform Wear and Appearance Standards: Workforce members in a military duty status must wear facial coverings that are solid in color, consisting of subdued or neutral colors, or of a pattern consistent with to the duty uniform (e.g. OCP/Camo pattern). There is no requirement for all military members of a unit to wear facial coverings of the same type or color, as long as military members of the workforce adhere to the aforesaid guidance. Commanders in the rank of Colonel (or above) may apply more restrictive "wear and appearance" guidance—as they see fit—and may delegate this authority, as they deem appropriate.

(c) Non-Military Personnel: Workforce members, who are not in a military duty status (e.g. civilian federal or state workforce members, visitors/guests, etc.), may wear any color and design of facial covering they prefer, as long as the facial coverings meet the criteria, as outlined in the first sentence of paragraph 5b(2) of this policy. Additionally, IAW restrictions on political activities (see reference k.) and general professional workplace guidelines, no workforce members may wear facial coverings of a political nature or which may be considered offensive to fellow workforce members and/or the general public.

(3) **Exemptions to Facial Covering Requirement**: For a full listing of situations when the requirement to wear facial coverings does not apply, see paragraph 2 of the aforesaid ODH Director's order for face coverings throughout the state (i.e. reference p., in enclosure 1 of this policy). The most salient exemptions, in the context of this order, however, follow:

(a) Enclosed Spaces: A facial covering is not required by a workforce member when he or she is alone in an enclosed space, such as an office, and that space is not designed or intended for use or access by the public. NOTE: When more than one person occupies such a space—for any period of time—wearing facial coverings shall be required when those persons cannot effectively maintain six feet of social distance, as described in the following subparagraph.

(b) Six Feet from Others: Facial coverings are not required by workforce members when they are able to maintain a minimum six feet of separation, in all directions, from all other individuals, **at all times** (e.g. when individuals are stationary). NOTE: When not able to maintain this six feet of separation, in all directions, at all times, **facial coverings shall be worn**.

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

(c) Verified Medical Conditions: Facial coverings are not required by an individual with a medical condition that contradicts the wearing of a facial covering: e.g., respiratory conditions that restrict breathing, some mental health conditions, or disabilities that contradict wearing a facial covering. In accordance with ODH orders, employers must provide written justification for such exemptions, to local health officials (e.g. County Health Departments), upon request. Consequently, all medical exemptions to the facial-covering requirement must be based on clear, written recommendations by the requester's licensed medical provider or practitioner. All such exemptions, once validated and approved, should be documented in writing, with copies provided to the exempted workforce member and his or her command and/or supervisory chain. Therefore all OHNG commanders and supervisors will adhere to the following procedures, before granting such exemptions:

i. For Federal Workforce Members: Commanders and supervisors shall first consult the Office of the State Surgeon or their respective Wing Medical Groups (as the case may be) before granting exemptions for medical reasons. These medical staff personnel must first verify the authenticity of the recommendations, provided by the requester's medical provider or practitioner.

ii. For State Employees: Supervisors will forward requests for medical exemptions to the State Human Resources Manager (see enclosure 2 for point of contact).

c. **Non-Pharmaceutical Interventions**: In addition to the aforesaid requirements, all OHNG commanders and supervisors will ensure the promotion of the CDC and ODH-recommended Non-pharmaceutical Interventions (NPIs) among the workforce members, whom they command and/or supervise. A complete listing of these NPIs may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; however, commanders and supervisors will—at a minimum—stress the importance of all workforce members consistently practicing the following NPIs:

(1) **Frequent Hand Washing/Sanitation**: i.e. regularly washing hands, with soap and water—for at least 20 seconds—or sanitizing hands with hand sanitizer (containing at least 60% alcohol) for at least 20 seconds, when soap and water are not available.

(2) **Cough and Sneeze Protocol**: Always cover your mouth and nose with a tissue when you cough or sneeze; or use the inside of your elbow, and avoiding spitting. After coughing or sneezing, throw used tissues in the trash (as applicable), and immediately wash your hands with soap and water or sanitize your hands, if soap and water are not available (as described in the preceding subparagraph of this policy).

(3) **Clean and Disinfect**: Use soap and water, disinfectants, and/or sanitizers to clean and disinfect frequently touched surfaces daily (multiple times per day, if feasible). This includes, but is not limited to, doorknobs, light switches, countertops, handles, desk phones, keyboards, computer mice, toilets, faucets, sinks, etc. As required, commanders and supervisors should coordinate with their respective supply or logistics offices for cleaning and

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

sanitizing supplies: e.g. hand soap, hand sanitizer, cleaning/sanitizing wipes or liquids, cleaning devices/material (e.g. mops, buckets, towels, sponges, rags, etc.).

(4) **Daily Health Monitoring:** Be alert for symptoms, which include, but are not limited to fever (temperature exceeding 100.4 degrees Fahrenheit); chills; cough; sore throat; congestion and/or runny nose; shortness of breath; loss of smell and/or taste; unexplained fatigue, headache; muscle or body aches; nausea and/or vomiting; or diarrhea. For a complete and regularly updated list of CDC-recommended symptoms to watch for, visit the following link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

6. **Clarifying Guidance:**

a. **No Impairments on Commander Authority:** Nothing in this policy shall be construed to limit, impair, or otherwise inhibit the authority delegated to commanders and other senior leaders/supervisors to determine the number, type, and category of Full-Time Support workforce members, required to accomplish their respective missions. Nor shall this policy be construed to limit commanders' or other senior leaders'/supervisors' inherent authority to determine the frequency, with which their respective workforce members report for duty at their regular workplaces / duty locations, in order to accomplish their missions.

b. **Inherent Authority to Accomplish the Mission:** All OHNG commanders and supervisors have the authority to make the aforesaid decisions, regarding their workforces and work places; however, this policy does expressly impose the aforementioned requirements and restrictions, including the requirement to perform thorough risk assessments and establish and enforce appropriate controls, to mitigate the spread of COVID-19, in the course of accomplishing their assigned missions, during the COVID-19 pandemic.

c. **Traditional Workforce:** Because the HRO neither manages nor publishes guidance for the OHNG traditional workforce (i.e., traditional Guardsmen—also known as MDAY or DSG members), this policy does not apply to traditional workforce members or anything associated with Inactive Duty Training (IDT), Annual Training (AT), Unit Training Assemblies (UTA), Drill Weekends, attendance at professional military education courses, etc. While the vast majority of the requirements, contained in this policy, are also applicable to the traditional workforce, some nuanced differences exist. Therefore, for specific COVID-19 operational guidance for the traditional workforce, commanders must refer to separate guidance that is specific to the traditional workforce; or contact the offices that are authorized to publish and promulgate that guidance: e.g. the OHNG J3, the OHARNG G3, the OHANG A3, or any other office or command authorized to promulgate such guidance.

7. **Duration:** This HRO policy shall remain in effect until further notice. The HRO will promptly notify all OHNG commanders and supervisors if or when this policy is rescinded, revoked, superseded, amended, or otherwise modified in any way, whatsoever, by The Adjutant General or the Director of Human Resources, on behalf of The Adjutant General. Until such notification, therefore, this policy shall remain in full force and effect.

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

8. **Points of Contact (POCs)**: See enclosure 2 for HRO POCs; however, for questions regarding medical-specific, safety-specific, and/or occupational-health-specific matters, please contact the appropriate office(s), as described in paragraph 4 of this policy.

FOR THE ADJUTANT GENERAL:

Enclosure:

1. References
2. Points of Contact

GREGORY J. BETTS
COL, AG, OHARNG
Director of Human Resources

DISTRIBUTION:

A, D

ENCLOSURE 1
(REFERENCES)

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

References:

- a. 5 U.S.C. §6329c (Weather and Safety Leave).
- b. 5 C.F.R, Part 630 (Absence & Leave), Subpart P—Weather and Safety Leave, §630.1601-§630.1607.
- c. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, dated 13 April 2020, subject: Force Health Protection Guidance (Supplement 8) – Department of Defense Guidance for Protecting Personnel in Workplaces during the Response to the Coronavirus Disease 2019 Pandemic.
- d. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, dated 8 April 2020, subject: Force Health Protection Guidance (Supplement 7) – Department of Defense Guidance for the Use of Cloth Face Coverings, Personal Protective Equipment, and Non-Pharmaceutical Interventions During the Coronavirus Disease 2019 Pandemic.
- e. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, dated 30 March 2020, subject: Civilian Duty Status and Use of Weather and Safety Leave During COVID-19 Pandemic.
- f. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, dated 8 March 2020, subject: Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019.
- g. DoD Instruction 6200.03 (Public Health Emergency Management [PHEM] within DoD), 28 March 2019.
- h. NGB-J1-TNS Memorandum, dated 6 March 2020, subject: Guidance on Workforce Flexibilities in Response to Potential Outbreak of Coronavirus Disease 2019 (TCP-2020-001).
- i. Governor of Ohio Executive Order 2020-01D, subject: Declaring a State of Emergency, dated 9 March 2020.
- j. NGOH-HRZ Memorandum, subject: Military Leave, Outside the Local Area – Approval Guidance and Procedures (HRO Policy # 20-026), dated 15 July 2020.
- k. NGOH-HRZ Memorandum, subject: Ohio National Guard Political Activities Policy, (HRO Policy # 20-018), dated 2 July 2020.
- l. NGOH-HRZ Memorandum, subject: Ohio National Guard COVID-19 Spread-Mitigation Policy for the Federal Full-time Workforce (HRO Policy # 20-021), dated 9 April 2020.
- m. NGOH-TAG Memorandum, subject: Ohio National Guard COVID-19 Mission Command Guidance, dated 20 March 2020.

ENCLOSURE 1
(REFERENCES)

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

- n. Fragmentary Order 01 to Operations Order 20-002J (Operation Steady Resolve) Ohio National Guard Telework Guidance and Work Schedule Policy for Federal Workforce Members and COVID-19 Guidance, dated 14 March 2020.
- o. NGOH-HRZ Memorandum, subject: Ohio National Guard Telework Policy, (HRO Policy # 20-009), dated 12 March 2020.
- p. Ohio Department of Health, Director's Order for Facial Coverings throughout the State of Ohio, dated 23 July 2020.
- q. Ohio Department of Health, Second Addendum to Director's Order for Facial Coverings in Counties in Level 3 Public Health Advisory, dated 17 July 2020.
- r. Ohio Department of Health, First Addendum to Director's Order for Facial Coverings in Counties in Level 3 Public Health Advisory, dated 10 July 2020.
- s. Ohio Department of Health, Director's Order for Facial Coverings in Butler, Cuyahoga, Franklin, Hamilton, Huron, Montgomery, and Trumbull Counties in Level 3 Public Health Advisory, dated 8 July 2020.
- t. Ohio Department of Health, Director's Second Order to Extend the Expiration Date of Various Orders, dated 6 July 2020.
- u. Ohio Department of Health, Director's Updated and Revised Order for Business Guidance and Social Distancing, dated 29 May 2020.
- v. Ohio Department of Health, Urgent Health Advisory – Ohioans Protecting Ohioans, dated 20 May 2020.

ENCLOSURE 2
(Points of Contact)

NGOH-HRZ

SUBJECT: Operational Posture and Force-Protection Measures for the Ohio National Guard Full-time Workforce, During the On-going COVID-19 Pandemic (HRO Policy # 20-027)

Points of Contact:

a. Vice Director of Human Resources: COL Joseph Logan

(1) Phone: (614) 527- 8710

(2) Email: joseph.f.logan.mil@mail.mil

b. Deputy Director of Human Resources: Mrs. Dana Mowery

(1) Phone: (614) 208-7254

(2) Email: dana.a.mowery.civ@mail.mil

c. State Employee Human Resources Manager: Ms. Pamela Schaal

(1) Phone: (614) 296-6470

(2) Email: pamela.a.schaal.nfg@mail.mil

d. Technician / Federal Employee Manager: MAJ Daryl Scott

(1) Phone: (614) 336-7121

(2) Email: daryl.g.scott.mil@mail.mil

e. AGR Manager: CW3 Peter Toland

(1) Phone: (614) 376-5054

(2) Email: peter.j.toland.mil@mail.mil

f. Non-HRO Matters: For any and all questions regarding Medical, Safety, and/or Occupational Health specific matters, please contact the appropriate non-HRO office(s), as described in paragraph 4 of HRO Policy # 20-027.