NROTC PHILADELPHIA CONSORTIUM ORDER 10 DECEMBER 2020

Subj: COVID-19 SOP - SPRING SEMESTER 2021

Ref: (a) NAVADMINs 189/20, 193/20 and 194/20
(b) University of Pennsylvania Spring Semester Planning
   https://coronavirus.upenn.edu/announcement/planning-penn's-spring-2021-semester
(c) Villanova University Return COVID Information Site
   https://www1.villanova.edu/content/university/return-to-campus.html
(d) NSTC M-1533.2D

1. Purpose. To provide guidance and direction to the Philadelphia NROTC Consortium on COVID-19 mitigation procedures in order to meet our mission and minimize risk to force. We need your continued support and discipline to do this right. I want to personally thank our staff, midshipmen and their families for a successful virtual fall semester. We kept new infections to a minimum and met our mission. The start of the spring 2021 semester will present the same challenges and require us to assume the same force protection posture. We will continue to meet mission, commission our Ensigns and Lieutenants this spring and plan to execute summer training.

2. Background. The Philadelphia NROTC program will continue to educate and develop midshipmen during the upcoming semester while instituting measures to minimize risk. All activities will be conducted in a virtual manner unless approved by the Commanding Officer or Executive Officer. Approved in-person activities will be informed by the latest data and guidelines from the Centers for Disease Control and Prevention (CDC) and other government entities and may continue to evolve throughout the semester. Respective university guidelines must be adhered to per every midshipman’s enrollment obligation. This order applies to all Philadelphia Consortium operations.

3. Policy. While enrolled as a student at your respective university, and as a member of this NROTC unit, you have a duty to enable the safety of yourself, your family and your peers. In support of that responsibility and in accordance with the references, the policy outlined in this instruction applies:

   (a) During all unit events that dictate an approved requirement to meet in-person.

   (b) At all times when NROTC members are in or around the battalion spaces.

It is important to note that students are also responsible for upholding these standards to the maximum extent possible when outside of the unit and/or away from the local area.
4. Battalion Spaces Protocol

(a) When entering the Hollenback Center or John Barry Hall, all individuals must ensure self-accountability and not enter unit spaces if they meet any the following conditions:

(1) Symptoms of a viral respiratory illness such as cough, shortness of breath, sore throat, irritated eyes, nasal congestion or runny nose.

(2) Current fever or fever within the last 72 hours.

(3) Unexplained symptoms such as loss of taste or smell, headache, body aches or fatigue in the last 72 hours.

(4) Unexplained vomiting or diarrhea in the past 72 hours.

(b) While in the Hollenback Center or John Barry Hall, **individuals are required to wear a mask to cover the nose and mouth at all times.**

(c) In order to minimize contamination and reduce cleaning workload, midshipmen and staff presence in the Hollenback Center and John Barry Hall is limited to designated areas. Unauthorized spaces will be locked and clearly marked.

(d) Midshipmen presence in the Hollenback Center and John Barry Hall shall be limited to approved essential tasks only and should last only for the shortest duration that allows midshipmen to accomplish those tasks. Although the following list is not exhaustive, prohibited activities include:

(1) Loitering or socializing for extended periods of time.

(2) Use of shower facilities.

(3) Use of fitness centers.

(e) When in staff advisor or Human Resources offices, the following policy applies:

(1) No more than two (2) people will congregate in one office.

(2) Visitors must wash or sanitize hands both prior to entering and after leaving an office.

(f) When in the Commanding Officer’s or Executive Officer’s office, the following policy applies:

(1) No more than two (2) individuals will congregate in one office.

(2) Visitors must wash or sanitize hands both prior to entering and after leaving the office.
(g) When in the administration office, the following policy applies:

(1) No more than three (3) individuals will congregate in the office, including unit staff.

(2) Visitors must wash or sanitize hands both prior to entering and after leaving the office.

(3) When handling equipment (printer/copier, office supplies, etc) or documents, individuals must sanitize hands prior to use, not touch their face during use, maintain use of a mask, and wipe down the equipment with approved cleaner after use.

(h) When using unit head facilities, the following policy applies:

(1) Students and staff must maintain six feet of distance when using restrooms and locker rooms.

(2) Students must wash hands before and after use.

(i) To the maximum extent practicable, advising sessions (both formal and informal) will be held virtually.

5. Unit Events

(a) All Naval Science courses in spring 2021 will be conducted synchronously online and/or recorded and available to allow students to engage asynchronously.

(b) Leadership Laboratory will be conducted virtually until further notice.

(c) Initially, no organized Battalion PT will occur this semester.

(1) The CFL and PTI will organize and execute individual and virtual work-out sessions for all hands. PT sessions will be prescribed by the PTI and designed to allow students to accomplish each workout away from the unit and without the aid of a partner.

(2) Accountability for each PT session will be tracked by the PTI and overseen by the Command Fitness Leader (CFL).

(3) If a student experiences any of the symptoms described in 4.a while conducting a PT session, the student shall immediately discontinue the session and inform the PTI or active duty staff member, as appropriate.

6. Exposure Incident. In the event that a midshipman contracts COVID-19 or is exposed to someone known to have contracted the virus, the respective student advisor must be informed
immediately. The respective university student health center must then be contacted immediately.

7. While in the local area, all midshipmen and active duty students are required to conform to the COVID-19 regulations and guidance as put forth by their respective universities, the City of Philadelphia and the State of Pennsylvania.

8. We expect every student and staff member to do their part to protect their classmates, their families and university peers. Thank you again for your continued cooperation, creativity and patience – we will persevere!

Semper Fidelis,

Matthew Culbertson
Colonel, United States Marine Corps
Commanding Officer