

From: (b)(3):10 USC 424; (b)(6)

To:

Subject: CIG WORKFORCE UPDATE 06APR2020

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Type: Note

Classification: ~~UNCLASSIFIED//FOUO~~

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06 April 2020/1700 EST
DIA Health Protection Condition (HPCON): Charlie OPORD

****New Data****

(U) If you might be getting sick, stay home! Please do not threaten the safety of your coworkers by reporting to work when feeling sick. Disregarding this notice may be construed as failure to follow guidance, and **could result in administrative action.**

(U) The DIA Office of the Surgeon General (OSG) recognizes that personnel may choose to wear surgical masks in the workplace. More guidance will be provided in the upcoming days. Below is some information on surgical masks and respirators:

- **(U) Surgical masks:** FDA approved and designed to help prevent contamination of the work environment from large droplets generated by the wearer (e.g. spit, mucous). Masks can be used when close contact might be expected (lunchroom, walking the hallways, etc.) and removed when personal distance can be maintained (in office, sitting at well-separated desks, etc.).

- • (U) Respirators: graded by the percentage of airborne droplets they will filter out, and are certified by the National Institute of Occupational Safety and Health, which is reflected on the packaging. Respirators should be reserved for use by medical personnel or by individuals who are at high risk for personal exposure from COVID-19; supplies are currently very limited.

****End New Data****

[REDACTED]

(b)(3):10 USC 424

[REDACTED]

Due to the evolving situation, you are advised to regularly check the DIA website and the CICG SharePoint site, read the Workforce Update Daily, and maintain contact with your supervisor. ** For the latest information on COVID-19, please consider visiting the websites for the Center for Disease Control and Prevention (CDC) and/or the World Health Organization.

(U) DIA Director Critical Information Requirements

All employees should avoid inadvertently spreading possible contagions by going straight to their desks upon arriving at work. Detours and delays increase the potential risk of infection. Practice social distancing by avoiding face-to-face meetings and conducting business by telephone, VOIP, Tandberg, or other available options. Avoid touching surfaces and use body parts other than fingers (e.g., elbows or wrists) when you must. Use the hand sanitizers at the main entrances and dispersed throughout the building.

~~(U//FOUO)~~ **DIA Surgeon General Update** If you are self-monitoring, have a test pending, tested positive, or were diagnosed with COVID-19, you are not permitted into any DIA facility until you have been approved by the OSG. This applies to ALL personnel working in ALL DIA facilities (military, civilian, or contractor). Absolutely no one can approve you coming back into the building other than the OSG. OSG will need the name and contact number(s) for the employee. Individuals sent home for self-monitoring, individuals with pending or positive COVID-19 tests, or who have been diagnosed COVID-19 positive, will

have their DIA IC badges turned off until they are approved for return by the OSG.

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(U) Travel Guidance If you, or someone living with you, **traveled to or from, or stopped in**, any foreign country, or the states of California, Colorado, Florida, Louisiana, Massachusetts, New Jersey, New York, Texas, or Washington within the past 14 days, you may not access any DIA facility. You must return home and self-monitor for 14 days before requesting a medical clearance to return to work. If you have symptoms, such as cough, fever, or shortness of breath, call your medical provider and notify your supervisor. In keeping with the District of Columbia, Maryland, and Virginia Governors' "Stay-at-Home" orders, travel should be limited to home and duty station, unless traveling for gas, food, and medical emergencies, or as stated in the Executive Orders. Links: [Maryland Executive Order](#) | [Virginia Executive Order](#) | [D.C. Executive Order](#)

(U) CDC COVID-19 Statistics

****New Data** ICOD 05 1200L APRIL 2020**

(U) Nationwide: 311,536 **(+65,963)** confirmed cases; 8,499 **(+2,441)** deaths

(U) States of Interest:

- (U) Alabama: 1,633 **(+363)** confirmed cases; 44 **(+12)** deaths
- (U) Colorado: 4,574 **(+846)** confirmed cases; 126 **(+30)** deaths
- (U) District of Columbia: 902 **(+249)** confirmed cases; 21 **(+9)** deaths
- (U) Florida: 11,537 **(+2,537)** confirmed cases; 194 **(+50)** deaths
- (U) Hawaii: 349 **(+66)** confirmed cases; 3 **(+1)** deaths
- (U) Illinois: 10,357 **(+2,662)** confirmed cases; 248 **(+83)** deaths
- (U) Maryland: 3,125 **(+794)** confirmed cases; 54 **(+18)** deaths
- (U) Nebraska: 339 **(+66)** confirmed cases; 8 **(+2)** deaths
- (U) Virginia: 2,407 **(+701)** confirmed cases; 52 **(+11)** deaths

****End New Data****

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(U) Office/Special Office/IIC Information

(U) The DI's top priority continues to be "protect the workforce." As such, DI has implemented a staffing plan that seeks to optimize the available workforce by limiting the number of officers in the workplace at any given time and by establishing a strategic reserve used to supplement gaps due to illness, isolation, daycare needs, or at-risk personnel not available.

The exceptions in DI are NCMI and MARS, which continue to operate with 100 percent of available personnel, working daily on these critical mission areas.

- (U) [redacted] officers aligned to perform DI's mission-essential functions on a week-on/week-off schedule. Each team represents ~25 percent of the respective offices' overall manning, with some variations due to mission requirements.
- (U) [redacted] strategic reserve, used to supplement gaps.

(U) [redacted] officers who are not available to work right now. This includes officers identified as "At Risk", have daycare requirements, are in self-isolation, or are sick. [redacted] priority, for those not sick or performing daycare, is telework.



COVID-19 Integration and Coordination Group (CICG)

Agency-level Workforce Update

06 April 2020/1700 EST

DIA Health Protection Condition (HPCON): Charlie OPORD



BREAKING NEWS

****New Data****

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