



HEADQUARTERS
NATO RAPID DEPLOYABLE CORPS—TURKEY
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TURKEY



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STAFF ORDER

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SUBJECT COVID-19 Response Action Team (CRAT) – NRDC-T – **(FRAGO 5):** COVID-19 NRDC-T GUIDNACE, INFORMAITON, PREVENTION, AND REPORTING

REFERNCES **COM Guidance on increase security measures for HQ NRDC-T – 3 APR 2020**
COM Guidance on Allied personal reduced attendance – 17 MAR 2020
COS SHAPE Order No. 072 – Revision 5: Coronavirus—SHAPE Guidance to ACO on information, prevention, and reporting, SH/SEM/CCOMC/GOG/CS/20-005551/REV4 (INV), dated 13 MAR 2020
COS SHAPE Order No 072 – Revision 4: Coronavirus—SHAPE Guidance to ACO on information, prevention, and reporting, SH/SEM/CCOMC/GOG/CS/20-005551/REV4 (INV), dated 13 MAR 2020

SITUATION

1. The 1st COVID-19 case detected in HQ NRDC-T was identified on Friday, 03 April 2020. The officer was identified and is hospitalized. It was identified that the officer was on administrative leave since 25 MAR 20 but was in the HQs for a limited time on 01 APR 20.
2. All personnel have been informed and the ones who might be in close contact with him are advised to quarantine themselves and apply to hospital if they have the symptoms of the COVID 19.
3. Based on the identification of a positive test within the HQs the COM has directed additional precautions implemented that will be in addition to the already implemented guidance.
4. The continued development of the situation is difficult to predict but there may be implications to NATO missions, Operation, Activities, and personnel.

INTENT

1. To protect the families and personnel of NRDC-T
2. To improve, develop, and implement preventive measures, information flow and reporting procedures on COVID-19.

3. To develop appropriate response options on all levels, including worst case scenarios.
4. Maintain Business Continuity.
5. Reduce contact of possible infected personnel.

EXECUTION

1. The HQs implements additional preventative and cleaning measures directed towards continuing the reduced manning operations in the HQs
2. Branch ACOS continue to identify areas of work that can be conducted in a “work-at-home” condition. The focus is to maintain business continuity during a reduced manning environment.
3. DOCS and ACOS plan for sustained reduced manning operations for the next four weeks. Focus efforts on requirement areas for HQs certification. Areas include but not limited to:
 - a. Refinement of SOPs/SOI and battle rhythm processes
 - b. Development of academic instruction required to improve HQs capability- focus is on BST course structure, new comer instruction, identified areas of improvement for LL feedback, specific staff focused requirements
 - c. Plans and procedures that increase the readiness and deployability of NRDC-T.

COMMAND AND CONTROL (No Change)

TASK

1. DOSO is tasked to: (No Change)
2. DCOS Ops is tasked to:
 - a. Ensure continued reporting to LANDCOM weekly NLT 1400. Report requires approval of the command group prior to submission.
 - b. G7 continue to provide guidance and information on exercise and training changes based on decisions from outside commands (SHAPE, JFC-N, LANDOCM)
 - c. G2 Develop updated guidance for potential “work-from-home” CPOE planning.
3. DCOS Plans is task to:
 - a. Develop a mechanism to use the Lessons Learned process in NRDC-T to ensure that as far as possible all observations, lessons and best practice (OLBP) arising from the COVID-19 crisis are captured.
 - b. TASKER 993 has already been created. Provide improvements to the tasker with some more instructions and forms to fulfill requirement and branches are required to provide inputs with the tasker.
4. DCOS CSS is tasked to:
 - a. G1 maintain updated information weekly on personal status through NS.
 - b. G1 ensure NRDC-T Command group is aware of any allied nation changes to current restrictions
5. DCOS CS is tasked to: (No Change)

6. DCOS CE is tasked to: (No Change)
7. AOCC is tasked to: (No Change)
8. HQ Support Group (HSG) is tasked to: (No Change)
9. SNRs are task to: Provide weekly updates on any changes to national restrictions

COORDINATING INSTRUCUTONS

1. ACOS/ DCOS focus areas for work-from-home operations:
 - a. SOP/SOI refinement
 - b. Deployment and readiness procedures
 - c. Academics (Joint fires, Land operations, HQ operations, non-lethal and STRATCOM operations, Individual training requirement training plans)
 - d. Collection of all observations, lessons and best practice (OLBP) arising from the COVID-19 crisis.
2. **Lessons Learned:** ACOS/DCOS develop a mechanism to use the Lessons Learned process in NRDC-T to ensure that as far as possible all observations, lessons and best practice (OLBP) arising from the COVID-19 crisis are captured and can be resolved for both the immediate and long-term benefit of NATO and HQ NRDC-T. Tasker 993 has been developed to manage the lessons learned on NS and ask for contributions from the branches.
3. The following additional protective, preventative, and restrictions are implemented in the HQs as of **06 APR 2020**.
 - a. NRDC-T Personal will implement the following guidance on use of protective mask:
 - 1) Outside the base: Personnel will wear their masks on arrival and departure to the headquarters and in crowded areas outside the headquarters, including the shuttles.
 - 2) In the base: The mask will be worn in any environment where there is more than one person.
 - 3) In the office: The mask may not be worn while working alone in the offices.
 - b. Reduced manning: All allied personnel will be excluded from the reduced manning. They will work from home until a further notification and come to the HQ when it is necessary/ required.
 - c. The Tasker 982 (Reduced manning) will be updated by branches NLT COB today 6 APR 2020. All personnel are to check their NU accounts regularly.
 - d. Working Environment: Only one personnel will work in each office.
 - e. Sanitizers are placed at the entrances of the HQ Buildings. You are kindly invited to use them on your arrival and departure from the HQ buildings.
 - f. Social Facilities:
 - 1) Barber shop, Turkish Pizza Bakery, Gymnasium are closed.
 - 2) Breakfast will not be served in the social facilities any more.
 - 3) The lunch will be served and the cafeteria will be operational as usual.

- 4) Working days of the Rationed Item Store in April are as follows;
2,6,8,10,14,16,20,22,24,28,30.
 - 5) Please be aware that only NRDC-T personnel are allowed to enter base. Family members and the guests are not allowed.
4. The followings are the current guidelines implemented by the Turkish Government as at **3 APR 2020**.
- a. Leaving the homes for the public under age 20 has been restricted.
 - b. 15-day ban on vehicles leaving or entering 31 provinces, including Istanbul as well as the urban centers of the capital Ankara, Izmir, Bursa, and Adana has been implemented.
 - c. The wearing of face masks in crowded areas including stores is also now mandatory.
 - d. Beaches and other park areas closed to picnics and similar gatherings as well as to joggers.
 - e. Intercity travel by bus was also banned except in cases of emergency. Travelers by bus are now required to receive permits from their governorate.
 - f. The government also ordered governorates to set up “pandemic boards” which will impose additional measures specific to the relevant city to contain the outbreak if needed.
 - g. Restaurants, cafes, movie theaters, wedding and event venues, and indoors children’s play areas added to the list of closures.
 - h. Bars, discotheques and nightclubs across all 81 provinces of Turkey closed.
 - i. Supermarkets’ operating hours were limited to between 9 a.m. and 9 p.m. and customers to one person per 10 square meters of floor space.
 - j. Buses within towns and between cities are only allowed to sell tickets at half capacity under the decree.
5. Below is a reminder of individual responsibilities for prevention and protection of COVID-19:
- a. Wash your hands often.
 - b. Avoid close contact with people suffering from acute respiratory infections.
 - c. Do not touch your eyes, nose and mouth with your hands.
 - d. Cover your mouth and nose if you sneeze or cough.
 - e. Do not take antiviral drugs or antibiotics unless prescribed by the doctor.
 - f. Clean the surfaces with chlorine or alcohol based disinfectants.
 - g. Use the mask only if you suspect that you are sick or assist sick people.
 - h. MADE IN CHINA products and parcels received from China are not dangerous.
 - i. Contact your NSE Medical Professional or Duty Office if you have a fever or cough and have returned from COVID19 affected areas less than 14 days ago.
 - j. Pets do not spread COVID-19.
6. Below is a reminder for self-protection measures:

- a. Wash hands often particularly after coughing / sneezing; after caring for a sick person; during and after food preparation; before eating; after going to the bathroom; after touching animals or their droppings; or more generally when hands are dirty in any way.
 - b. Wash your hands with soap and water (or if not available with 60% alcohol) for at least 60 seconds.
 - c. Avoid touching the eyes, nose and mouth with your hands. Clean surfaces with bleach, chlorine or 75% ethanol.
7. Below are measures to help protect those serving with you:
- a. In case of respiratory infection, when coughing or sneezing cover your nose and mouth with handkerchief or tissue. If no tissue or handkerchief is available, use the inside of the elbow.
 - b. Do not cough or sneeze into your hands. If you do sneeze or cough into your hands, be sure to wash your hands right away.
 - c. Used tissues should be thrown away after use in an appropriate container.
8. The current priorities of the command are as follows:
- a. COVID-19: Reporting, prevention, and action plans
 - b. ST JU-JA 20: **Identification of the way ahead; Prioritization of work**
 - c. **(Add) NRF: Training and academic requirements for the Corps**
 - d. ~~ST CO 20: G6 equipment prep and movement~~
 - e. ST DEF 21: Exercise planning and reporting
 - f. CREAVL: Methods of demonstration and reporting
 - g. NRDC-T operating procedures and plans: SOP/SOI, MPDP
9. Adjustments of priorities or questions regarding shifting will be addressed through DCOS level and approved by the CoS.

FOR THE COMMANDER NRDC-T



Ozkan ULUTAS
BG, TUR A
Chief of Staff

ANNEXES

- A. CRAT Terms of Reference
- B. Preventative Measures
- C. CRAT Presentation Slides
- D. Reduced Headquarters Manning
- E. Procedures for positive COVID-19 response
- F. Listed COVID-19 Precautions
 - Appendix 1 (Symptoms and Procedures)
- G. Real Life Support
 - Appendix 1 (Sponsorship List)
 - Appendix 2 (Hospital Locations)
- H. Turkish Land Forces Guidance

DISTRIBUTION:

Action:

- B List (Division Heads and XOs)
- C List (ACOSs and Admins)
- S List (SNRs)

Appendix 1 Symptoms and Procedures to ANNEX F Listed COVID-19 Precautions

Standard symptoms.

1. All personnel should be aware of COVID-19 symptoms. Standard symptoms for COVID-19 can include, but are not limited to:
 - a. a temperature at or above 100 degrees Fahrenheit
 - b. night sweats or chills
 - c. a persistent cough, and/or shortness of breath.
2. To identify symptoms Individuals must be free of fever reducing medications (ibuprofen, acetaminophen, etc) when evaluating symptoms.
3. Upon identification of individual with symptoms or a positive test of COVID-19 the HQs will conduct contact tracing to identify and isolate individuals who are at risk of developing a COVID-19 infection due to contact with a positive individual or work in locations
4. Individuals demonstrating COVID or flu-like symptoms should contact their local healthcare facility for evaluation, possible testing and other guidance.
5. A contact event is generally described as:
 - a. being within six (6) feet of a COVID-19 positive individual for 10 minutes or more.
 - b. being in an enclosed area or workspace (ie: office) with a COVID-19 positive individual for 10 minutes or more.
 - c. contact with respiratory or bodily fluid (ie: coughed or sneezed on, cared for at home, etc.) from a COVID-19 positive individual.
6. Personnel who test positive for COVID-19 will be placed In isolation (completely restricted to quarters) for at least 14 days following the onset of symptoms.
7. Release criteria: if an individual has completed 14 days in isolation and if the individual has been asymptomatic for three days, then the individual is eligible for release.
8. Release authority: authority to release an individual categorized as positive is a public health worker
9. Individuals who have been in contact with a COVID-positive patient and are symptomatic will be placed under quarantine and will placed in isolation for 14 days from date of exposure. If at the end of 14 days the individual has been asymptomatic for three consecutive days, then that individual is eligible to be released from quarantine.
10. Individuals who have been in contact with a COVID positive individual and are asymptomatic will be placed under restriction of movement (ROM) and will placed in isolation (completely restricted to quarters) for 14 days. If at the end of 14 days an individual in rom has been asymptomatic for all fourteen days, then that Individual is eligible to be released.
11. All entities conducting entry control point screening will immediately implement the screening

10 ways to manage respiratory symptoms at home

If you have fever, cough, or shortness of breath, call your healthcare provider. They may tell you to manage your care from home. Follow these tips:

- 1. Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.


- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.


- 3. Get rest and stay hydrated.**


- 4. If you have a medical appointment, call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.


- 5. For medical emergencies, call 911 and notify the dispatch personnel** that you have or may have COVID-19.


- 6. Cover your cough and sneezes.**


- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.


- 8. As much as possible, stay in a specific room and away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.


- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.


- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.





For more information: www.cdc.gov/COVID19