



Military and Naval Affairs

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Major General
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MNHF/MNHS

5 June 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: COVID-19 Health Screening for each location

1. Reference:

- a. Encl 1 Health Screening Procedures MNHS/MNHF Final.
- b. Encl 2 Health Screening Procedure Memo MNAG-OJSG Final Signed.

2. Applicability: All Service members, federal and state employees, contractors and visitors.

3. General. Below are the specific details for health screening at each NYARNG and NYANG location in New York State.

4. All locations, at a minimum, must identify a primary and alternate health screener.

a. All screeners must be trained to conduct the screening process and wear the appropriate personal protective equipment to minimally include face coverings and gloves, if the screening involves contact. For access to the online video training, please contact Tim Petersen at Timothy.J.Petersen.nfg@mail.mil.

b. All screeners must record each individual health screening on the worksheet attached in "Attachment 1 modified to Enclosure 1 and 2--Health Screening Template 05JUN2020" (attached).

c. Trained supervisors may conduct over-the-phone health screening when an employee is traveling and not reporting to the regular home station or at a location with minimal staffing and a health screener is not on site. For individual over-the-phone health screening, the one page document "Attachment 2 to Enclosure 1 Individual Screening Template 03JUN2020" (attached) must be used.

c. All records must be submitted weekly to the Joint Operations Center (JOC/J3) in accordance with the attached "DMNA Reporting Procedures for HPCON Screening." As a reminder, in accordance with the Health Screening Procedure Memorandums dated 3 June 2020 from MNAG-OJSG and MNHS/HF, the weekly report is a requirement for all personnel/all statuses.

5. Procedures by location:

- a. Latham Headquarters (HQ):

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(1) Each employee, service member and visitor entering the Latham HQ complex will undergo health screening on a daily basis upon entering the Main Entrance.

(2) Each office/directorate will assign a trained health screener to do the daily recording within one (1) hour of arrival and submit the records on a weekly basis.

(3) After hours screening will occur at the Main Entrance security desk and will be submitted weekly.

b. New York Air National Guard (NYANG) locations: All employees, service members, and visitors will be screened and recorded at the Main Entrance of their respective facilities. NYANG locations will ensure all procedures are in accordance with "COVID-19 TAG Interim Operational Guidance and Policy" issued 3 June 2020.

c. New York Army National Guard Camp Smith Training Site:

(1) Individuals will be screened at the front gate before accessing installation.

(2) Once screened, all employees and service members, must report to Building 500 Main Entrance for recording.

d. New York Army National all other locations: All employees and service members will be screened and recorded at the Main Entrance of their respective facilities. NYARNG locations will ensure all procedures are in accordance with "COVID-19 TAG Interim Operational Guidance and Policy" issued 3 June 2020.

6. All locations will follow the notification process for employees returned home after screening as outlined in the Health Screening Procedure Memorandum from MNAG-OJSG and MNHS/HF dated 3 June 2020.

7. All employees who believe they may be experiencing COVID-19 symptoms or may have been exposed are strongly encouraged to call their primary care physician or Department of Health (888) 364-3065 for further evaluation. As an employee of DMNA, an emergency response agency, no cost COVID-19 testing may be available to them. Further, COVID-19 antibody testing maybe available for interested employees.

8. The above procedures are subject to change. This process will be regularly reviewed for operational impacts and compliance.

9. The points of contact for this memorandum are the undersigned.


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