

Department of the Army
Installation Management Command
Armed Forces Recreation Center
Shades of Green® on WALT DISNEY WORLD® Resort

Employee Travel to Center for Disease Control (CDC) Threat Health Notice (THN) Level 2 or
Level 3 Countries

On March 11, 2020, Alexis Lasselle Ross who in the performance of the duties of the Under Secretary of Defense for Personnel and Readiness issued guidance relating to Department of Defense civilian employee travel to or return from CDC THN Level 2 or Level 3 Countries.

Specifically, “DoD strongly recommends that DoD civilian employees, contractor personnel, and family member who travel to, through, and from countries with a CDC THN for COVID-19 follow this DoD guidance, which is more stringent than CDC guidance. DoD Components should restrict DoD workplace access for 14 days for DoD civilian employees and contractor personnel whose travel has included THN Level 2 and Level 3 locations.”

To ensure the safety of the Shades of Green team and its guests, effective immediately and until further notice, employees returning from CDC THN Level 2 or Level 3 locations will be disallowed access to the worksite for 14 calendar days from their return to the United States of America.

Shades of Green employees who traveled to and returned from CDC THN Level 2 and 3 countries who are asymptomatic for COVID-19 are viewed by the CDC as low risk. However, such individuals will not be permitted at the worksite for 14 calendar days following their return to the United States of America. During this 14 calendar day period, it is highly recommended that employees remain home, socially distance, and self-monitor for symptoms of COVID-19.

If during this 14 calendar day period you become feverish, begin coughing, or experience shortness of breath, immediately contact the Department of Defense Nurse Hotline at 1-800-8743-2273 or the Nurse Hotline provided by your insurance company. Contact information can be located on the backside of your insurance card. While discussing your symptoms with a Nurse Hotline, inform health care professionals of your travel history.

While remaining at home, socially distancing, and self-monitoring for symptoms of COVID-19, take your temperature at least twice per day. Record your temperature. If your temperature is above 100.3 degrees, contact your healthcare provider. Inform health care professionals of your travel history.

During this 14 calendar day period, stay in constant contact with your chain of command. A member of the Shades of Green’s Human Resources Office will be in regular contact during this period to assess any further employment needs.

For employees who began travel to a CDC THN Level 2 or 3 country prior to March 19, 2020, upon their return to the United States of America, such employee will be placed on a paid non-duty status (Administrative Leave) for all scheduled shifts during the 14 calendar days following their return to the United States of America.

For employees currently in a CDC THN Level 2 or Level 3 country, upon the employees return to the United States of America they will be placed on a paid non-duty status (Administrative Leave) for all scheduled shifts during the 14 calendar days following their return to the United States of America.

For employees who have not departed the United States of America for a Level 2 or Level 3 country and if such employee chooses to travel to a Level 2 or Level 3 country on or after March 19, 2020, such employee will not be permitted at the worksite until 14 calendar days following their documented return to the United States of America. An employee may request accrued annual leave to account for the absence away from the worksite during the 14 calendar day period following their return to the United States of America. Such employee who travels to a CDC THN Level 2 or Level 3 country after March 19, 2020 will not be placed on a paid non-duty (Administrative Leave) unless such employee is under the order of public health officials to self-isolate or quarantine.

Questions regarding the above policy can be directed to the undersigned.

Marie M. Felton
Human Resources Officer
Shade of Green Resort