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INFO MEMO

JUN 10 2020

FOR: SECRETARY OF DEFENSE

FROM: Lisa W. Hershman, Chief Management Officer

SUBJECT: Move to Phase One of the Pentagon Reservation Plan for Resilience

- This is to inform you that effective Monday, June 15, 2020, I intend to move the Pentagon Reservation from Phase Zero to Phase One in accordance with my May 26, 2020 memorandum, "Pentagon Reservation Plan for Resilience and Aligning with National Guidelines for *Opening Up America Again*." This move will affect the Pentagon, Mark Center, DoD-leased facilities in the National Capital Region, and the Raven Rock Mountain Complex. Both campuses of the Armed Forces Retirement Homes will remain at HPCON DELTA, banning visitors until further notice.
- Consistent with your May 19, 2020 memorandum concerning Health Protection Conditions (HPCON), this action will move the Pentagon Reservation from HPCON CHARLIE PLUS to HPCON CHARLIE, resulting in two changes – (1) moving to encouraging telework from maximizing telework, and (2) moving to a goal of no more than 40 percent of the workforce returning to workspaces from 20 percent of the workforce in workspaces.
- CMO and the COVID-19 Task Force are using ADVANA advanced data analytics and authoritative data sources to inform this decision to move to Phase One. The decision to move to Phase One is based on:
 - 14-day downward trajectory of influenza-like illness and COVID-like symptoms within a 50-mile radius of the Pentagon;
 - 14-day downward trajectory in COVID cases and positive test results in the general population;
 - Adequate health care and robust testing capabilities in State and local health care systems and Military Medical Treatment Facilities within a 50-mile radius;
 - The fact that mandatory stay-at-home orders within a 50-mile radius of the Pentagon are lifted; and
 - Sufficient cleaning, disinfectants, and hygiene supplies are available.
- Transition to Phase One will mean:
 - Goal of no more than 40 percent of the workforce in workspaces;
 - Telework continues to be encouraged for all employees; maximize telework for vulnerable populations who should remain at home until Phase 3;
 - Cloth face coverings remain mandatory if 6-foot social distancing cannot be maintained;
 - Gatherings limited to 10 persons or less;
 - Employees are requested to take their temperatures before reporting to workspaces and remain at home if they are symptomatic of COVID-19;

- WHS will institute entrance screening (questions and temperature checks) at the Pentagon, Mark Center, and selected leased facilities for 20 percent of the workforce and 100 percent of visitors;
 - Increased cleaning of high-traffic areas and office suites;
 - Pentagon Athletic Center and gyms remain closed;
 - Increased parking remains available to workforce due to reduced mass transit; and
 - Limited food court options with take-out food only.
- CMO has established a return to the workplace website to post and distribute plans and communications materials. By June 12, 2020, CMO will publish and distribute an employee guide on returning to the workplace during the COVID-19 pandemic and post the guide and other materials to <https://www.whs.mil/Re-entry/>. We have requested, through OSD PA, that you participate in a short 20-second video welcoming the Pentagon Reservation workforce back to office spaces and reinforcing the requirement not to come to work when sick, to take temperatures at home, and to practice good social distancing and hand hygiene.
 - CMO is in the process of completing and providing an assessment, based on commercial real estate industry best practices and artificial intelligence tools, to reimagine Pentagon and Mark Center workspace design to account for 6-foot social distancing. This product provides office managers detailed recommendations to ensure social distancing within their workspaces, enabling supervisors to determine shifts, rotate staff, stagger cubicles, or rearrange workspaces as appropriate to protect their workforce most effectively and to mitigate the potential to spread the COVID-19 virus. Initial distribution of the assessments to office managers has begun.
 - Our transition to Phase One is aligned with actions taken by other Federal agencies and best practices. For example, the Department of State has announced the move to Phase One of its “Diplomacy Strong” plan, effective Monday, June 15, 2020.
 - We remain in close coordination with U.S. Northern Command, the Joint Task Force National Capital Region, and the Service military districts that remain aligned with the Pentagon Reservation in retention of HPCON CHARLIE to protect the workforce and the mission most effectively until we reach the conditions necessary to move to Phase Two, which triggers HPCON BRAVO.
 - CMO remains engaged three times per week, through the Pentagon Governance Council and Senior Administrative Officer’s Forum, with Military Departments, the Joint Staff, and all OSD Components to coordinate all actions. All parties concur in our intent to move to Phase One effective Monday, June 15, 2020.