

**From:** Gilbert, Connie C. <[Connie.Gilbert@jhuapl.edu](mailto:Connie.Gilbert@jhuapl.edu)>  
**Sent:** Wednesday, March 25, 2020 10:01 AM  
**To:** Carol Baker <[csb0059@auburn.edu](mailto:csb0059@auburn.edu)>  
**Cc:** Sponsor Programs <[OSPADMN@auburn.edu](mailto:OSPADMN@auburn.edu)>; Masatoshi Hirabayashi <[thirabayashi@auburn.edu](mailto:thirabayashi@auburn.edu)>; Chabot, Nancy L. <[Nancy.Chabot@jhuapl.edu](mailto:Nancy.Chabot@jhuapl.edu)>; Elgie, William A. <[William.Elgie@jhuapl.edu](mailto:William.Elgie@jhuapl.edu)>  
**Subject:** RE APL PO 151667 UPDATE COVID 19 Precautions when working at APL Auburn University

Good morning Carol

To ensure we maintain a safe and healthy work environment for our staff members and visitors, APL is requesting the following of your organization:

1. To prevent the spread of communicable diseases, ensure that staff are aware of APL's expectation that they stay home while sick and practice respiratory etiquette and hand hygiene
2. Ensure that your employees and lower-tier subcontractor's employees do not attempt to access APL campus or a US Government site under any APL project for 14 days if they have:
  - a. returned from international travel or any area classified by the CDC as Warning Level 3 (locations found at:<https://www.cdc.gov/coronavirus/2019ncov/travelers/index.html>)
  - b. had close contact with someone who has returned from any area classified by the CDC as a Warning Level 3
  - c. been diagnosed or have a pending COVID-19 result or have had close contact with or cared for someone diagnosed with COVID-19
  - d. experienced any cold or flu-like symptoms (to include fever, cough, sore throat, respiratory illness, difficulty breathing)
  - e. otherwise been advised to be quarantined or isolated in compliance with all CDC guidance related to staying at home and monitoring health for 14 days
3. Notify APL's Environmental Health and Safety Team at [COVID19@jhuapl.edu](mailto:COVID19@jhuapl.edu) if any of your employees or lower-tier subcontractors that meet any of the conditions listed above have accessed APL's campus or a US Government site under any APL project within 14 days of their visit
4. Continue to update this list as new information becomes available; and
5. Permit APL to share this information with our Government sponsors that may be impacted upon their request.

As access to APL sponsor sites may be further limited, and it is incumbent upon travelers to verify that they will be allowed access before commencing travel (see <https://www.whs.mil/coronavirus/> for guidance).

Thank you  
Connie Gilbert  
240-228-6498

**From:** Gilbert, Connie C.  
**Sent:** Friday, March 13, 2020 8:37 AM  
**To:** 'Carol Baker' <[csb0059@auburn.edu](mailto:csb0059@auburn.edu)>  
**Cc:** 'ospadm@auburn.edu' <[ospadm@auburn.edu](mailto:ospadm@auburn.edu)>; 'thirabayashi@auburn.edu' <[thirabayashi@auburn.edu](mailto:thirabayashi@auburn.edu)>; Chabot, Nancy L. <[Nancy.Chabot@jhuapl.edu](mailto:Nancy.Chabot@jhuapl.edu)>; Elgie, William A. <[William.Elgie@jhuapl.edu](mailto:William.Elgie@jhuapl.edu)>  
**Subject:** RE: APL PO# 151667 UPDATE - COVID-19 Precautions when working at APL (Auburn University)

Good morning Carol

APL continues to take necessary steps to maintain a safe and healthy work environment for our staff members and visitors. Accordingly, APL has updated its Coronavirus Response Plan, and requests that your company continue to take appropriate steps to ensure that no worker is assigned to the Laboratory if that worker has travelled to a CDC Coronavirus Warning Level 3 location with a quarantine or self-isolation recommendation within 14 days of entry into APL, *or has been otherwise advised to be quarantined or isolated during the same period*. See <https://wwwnc.cdc.gov/travel/notices> as well as your state and local public health authorities' websites. Please keep APL informed of any anticipated impact on your work for APL.

If this is not possible, please contact , **Nancy Chabot, 240-228-5558, [Nancy.Chabot@jhuapl.edu](mailto:Nancy.Chabot@jhuapl.edu)** to make alternate arrangements.

Thank you  
Connie Gilbert

**From:** Gilbert, Connie C.

**Sent:** Friday, March 6, 2020 12:52 PM

**To:** Carol Baker <[csb0059@auburn.edu](mailto:csb0059@auburn.edu)>

**Cc:** 'ospadmn@auburn.edu' <[ospadmn@auburn.edu](mailto:ospadmn@auburn.edu)>; 'thirabayashi@auburn.edu' <[thirabayashi@auburn.edu](mailto:thirabayashi@auburn.edu)>; Chabot, Nancy L. <[Nancy.Chabot@jhuapl.edu](mailto:Nancy.Chabot@jhuapl.edu)>; Elgie, William A. <[William.Elgie@jhuapl.edu](mailto:William.Elgie@jhuapl.edu)>

**Subject:** APL PO# 151667 - COVID-19 Precautions when working at APL (Auburn University)

Good afternoon Carol

APL's Incident Command System team is closely monitoring the outbreak of the Coronavirus Disease 2019, also known as COVID-19. The situation is rapidly evolving and APL is taking steps to protect its staff members, workers, and visitors. APL's COVID-19 Response Plan reflects guidance from federal, state, and local health authorities.

Accordingly, APL is requiring its employees to observe a 14-day quarantine if they have completed a trip to what the U.S. Centers for Disease Control and Prevention (CDC) categorizes as Coronavirus Warning Level 3 location and recommends a quarantine or self-isolation for travelers returning from such locations. Similarly, APL will restrict entry of any individual seeking admittance to the Laboratory's badged areas if the visitor has been to a CDC Coronavirus Warning Level 3 location (with quarantine or self-isolation recommendation) within the previous 14 days, or longer as CDC guidelines are updated.

APL requests that your company take appropriate steps to ensure that no worker is assigned to the Laboratory if that worker has travelled to a CDC Coronavirus Warning Level 3 location with a quarantine or self-isolation recommendation within 14 days of entry into APL. See <https://wwwnc.cdc.gov/travel/notices>.

If this is not possible, please contact , **Nancy Chabot, 240-228-5558, [Nancy.Chabot@jhuapl.edu](mailto:Nancy.Chabot@jhuapl.edu)** to make alternate arrangements.

Thank you  
Connie Gilbert  
Subcontract Manager

The Johns Hopkins University  
Applied Physics Laboratory  
11100 Johns Hopkins Road  
Mail Stop MP1-N165  
Laurel, Maryland 20723-6099  
240.228.6498 or 443.778.6498 phone  
240-456-2338 efax  
[Connie.Gilbert@jhuapl.edu](mailto:Connie.Gilbert@jhuapl.edu)  
Subcontracts Website: <http://bsdwww.jhuapl.edu/bps/index.html>

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