



**DEPARTMENT OF THE AIR FORCE
97TH AIR MOBILITY WING (AETC)
ALTUS AIR FORCE BASE OKLAHOMA**

17 September 2020

MEMORANDUM FOR ALTUS AFB ALL PERSONNEL

FROM: 97 AMW/CC

SUBJECT: 97 AMW Policies and Directives Regarding Coronavirus Disease 2019 (COVID-19)

- References:
- (a) 97 AMW/CC Memorandum, "Declaration of Public Health Emergency on Altus Air Force Base," March 17, 2020
 - (b) 97 AMW/CC Memorandum, "Renewal of Declaration of Public Health Emergency on Altus Air Force Base," August 20, 2020
 - (c) Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 7) – Department of Defense Guidance for the Use of Cloth Face Coverings, Personal Protective Equipment, and Non-Pharmaceutical Interventions during the Coronavirus Disease 2019 Pandemic," April 8, 2020

1. On 17 March 2020, I declared a public health emergency for Altus AFB in response to the growing threat of Coronavirus Disease 2019 (COVID-19) (reference (a)). On 15 April 2020, 12 May 2020, 9 June 2020, 7 July 2020, 24 July 2020, 20 August 2020, and again on 17 September 2020, I renewed the declaration due to the continued threat of COVID-19 in the surrounding area (reference (b)). I am committed to posturing Altus AFB to accomplish our critical training mission while ensuring the health and safety of our workforce, families, and community. Due to the current risk COVID-19 poses to the health, safety, and security of all personnel and the mission of Altus AFB, I have implemented the following policies and directives, which will remain in effect until superseded or rescinded.

2. LEAVE AND PASS TRAVEL:

a. This policy for leave and pass (including weekends) applies to all military personnel assigned or attached to Altus AFB, including individuals assigned to tenant units located on Altus AFB and individuals TDY to Altus AFB.

(1) *150-Mile Radius:* Military personnel may travel freely within the confines of a 150-mile radius from Altus AFB under normal leave and pass rules pursuant to AFI 36-3003, *Military Leave Program*. There are no heightened requirements for travel within the local area, unless established by group or squadron commanders. However, if an area within the 150-mile radius is deemed a "hot spot" by Public Health, as shown on the log-in splash page map, travel to that area may be approved no lower than the squadron commander level.

(2) *Beyond 150 Miles:* Military personnel may engage in non-official travel beyond the 150-mile radius from Altus AFB **only** if on approved leave or pass (including weekends). Any travel beyond the 150-mile radius may be approved no lower than the squadron commander level. Commanders will determine whether an individual must be in leave or pass status. Authority to

authorize travel beyond 150 miles from Altus AFB may be withheld by group commanders (Director of Staff for WSA).

b. Military personnel traveling outside the 150-mile radius from Altus AFB on leave or pass may be subject to additional risk mitigation measures upon return, as determined by their squadron commander.

c. When deciding whether to approve leave or a pass for travel outside the 150-mile radius, commanders should review the member's detailed travel plans and determine whether the plan is consistent with operational risk management (ORM).

d. Military members are reminded that the policies and directives contained throughout this memorandum, including but not limited to, off-limits areas and gathering limitations, apply no matter how far members travel from Altus AFB.

3. OFF-LIMITS AREAS:

a. Military personnel are prohibited from entering any/all off-base bars, breweries, nightclubs, casinos and/or similar establishments. A bar includes any business whose primary function is the selling of alcohol for consumption on site. Whether a bar offers a limited food menu does not convert a bar into a restaurant for the purpose of this policy.

b. Military personnel are permitted to dine in at restaurants that are adhering to the types of risk mitigation measures set forth in the *Employer Guidance for Oklahoma's Open Up and Recover Safely Plan*. Attachment 1. This applies to restaurants both within and outside of the State of Oklahoma. Restaurants not following proper risk mitigation measures remain off limits. When entering a restaurant and assessing whether it safe to dine in, military personnel should look to see, at a minimum, whether the restaurant is spacing out patrons to allow for safe physical distancing between parties, disinfecting tables with a bleach solution before seating new parties, requiring staff to wear masks whenever interacting with patrons, and requiring patrons to wear masks when not at their tables. If a restaurant that appeared to be following safe practices becomes crowded while military members are dining, they are expected to pay their bill and leave the restaurant as soon as possible.

c. Civilian employees and family members of 97 AMW personnel are highly encouraged to follow these measures to protect their own health and safety and that of our Airmen.

4. GATHERING LIMITATIONS:

a. On Base:

(1) *Official Indoor Gatherings*: Official indoor gatherings (e.g., staff meetings, guard mount, training, testing) may include up to 20 people, so long as the gathering space allows individuals to remain at least six feet apart from other individuals throughout the gathering.

(2) *Chapel Services*: Chapel services may include up to 75 people. Individual and family physical distancing of at least six feet must be maintained throughout the event, to the maximum extent possible.

(3) *Base Theater*: Activities at the base theater may include up to 75 people. Individual and family physical distancing of at least six feet must be maintained throughout the event. Additionally, event organizers and attendees must take precautions to ensure physical distancing is maintained during ingress and egress of the activity.

(4) *Outdoor Gatherings*: Outdoor gatherings, for any purpose, may include up to 50 people. All attendees at such gatherings must remain at least six feet apart from all other individuals who are not a member of their household throughout the gathering.

(5) *All Other Gatherings*: With the exception of activities under paragraph 4.a (1)-(3), no gathering on the installation will exceed 10 people. This includes gatherings by military personnel, civilian employees, contractors, commercial operators, retirees, dependents, and visitors to Altus AFB.

b. Off Base:

(1) *Large Public Events*: With the exception of activities covered in paragraph 4.b.(2), military personnel may not attend large public events. Examples of such events include concerts, festivals, parades, and professional sporting events.

(2) *School-Sanctioned Events*: Military personnel may attend their children's school sanctioned events and extracurricular activities. Examples of such events include school-sanctioned concerts, competitions, sporting events, and parent meetings. Parents may travel to attend their children's school-sanctions events, in accordance with paragraph 2. Parents attending school events are expected to have awareness of their surroundings and make smart decisions to mitigation potential COVID-19 exposure. For example, if a parent has the choice between sitting in crowded bleachers verses practicing physical distancing by remaining standing in the gymnasium or setting up a lawn chain away from other individuals at an athletic field, they are expected to do the latter. Likewise, if the venue and crowd size do not allow for physical distancing, parents are expected to mitigate to the maximum extent possible, such as choosing to watch the event near individuals wearing masks rather than near individuals without masks. Military personnel are required to abide by the Big 3 (paragraph 7) when attending school events and activities.

(3) *Church Services*: Military personnel may attend off-base church services of any size at churches that are practicing row/pew closures, physical distancing, and sanitation. Personnel are expected to leave any church service that is not adhering to row/pew closure, physical distancing, or sanitation. Additionally, military personnel must maintain physical distancing both before and after services and wear a cloth face covering until seated for the service. This authorization to attend church services of any size applies only to the religious service itself and not to church-sponsored social or civic activities.

(4) *All Other Gatherings*: With the exception of church services, military personnel are prohibited from gatherings off the installation in excess of 10 people. When attending off-base gatherings, military personnel must practice individual or family physical distancing of at least six feet. TDYs and other off-installation formal trainings or Air Force sanctioned activities are excluded from this limitation.

(5) Civilian personnel and family members are highly encouraged to follow these guidelines and to practice individual or family physical distancing when attending any gathering.

c. The following protective measures must be followed for all on-base gatherings:

(1) All attendees must wash their hands or use hand sanitizer immediately before or upon entering and exiting the gathering location.

(2) To the maximum extent possible, individuals must maintain individual or family physical distancing of at least six feet from other individuals and families throughout the gathering. During any time that individuals are not able to maintain physical distancing, no matter how brief, those individuals are required to wear cloth facial coverings.

d. Exceptions to gathering limitations may be granted on a case-by-case basis at the group commander level (director of staff for WSA). Individuals requesting exceptions to policy must have a detailed plan to mitigate risk throughout the gathering, including during ingress and egress.

5. CLOTH FACE COVERINGS:

a. On 8 April 2020, the Under Secretary of Defense for Personnel and Readiness published supplemental Force Health Protection Guidance (reference (c)). Pursuant to this order, to the maximum extent practical, all individuals on Altus AFB are required to wear cloth face coverings when they cannot maintain six feet of physical distance in public areas or work centers. The Commissary and BX are public areas in which individuals inherently cannot maintain six feet of physical distance; therefore, cloth face coverings are required to be worn by all individuals in those facilities.

b. Cloth face coverings shall extend above the nose without interfering with eyewear, and below the chin to cover the mouth and nostrils completely. It shall fit snugly but comfortably against the sides of the face and be secured (e.g., by being tied in place or with ear-loops). Cloth face coverings shall be laundered regularly to maintain good hygiene. Military personnel should wear cloth face coverings that are neutral in color.

c. For additional guidance regarding acceptable cloth face coverings and for exception to policy procedures, see reference (c).

6. COVID-19 SELF-REPORTING:

a. All military personnel assigned to, or serving on, Altus AFB are ordered to report (1) being tested for COVID-19, (2) the results of your COVID-19 test, and (3) being declared "presumptively positive" for COVID-19 by a qualified healthcare provider, to your chain of command as soon as possible, but no later than 24 hours from notification of the positive test result. This reporting requirement covers any testing or "presumptive positive" diagnosis obtained at either a military or civilian treatment facility.

b. Civilian employees, contractors, and family members are highly encouraged to report COVID-19 testing, test results, and qualified healthcare provider diagnoses of "presumptive positive" as soon as possible. Civilian employees can report to their supervisory chain; contractor employees can report to their employer who, in turn, can report to the contracting officer representative; and family members can report to their sponsor, who can then report to their chain of command.

c. It is DoD and Air Force policy that military installations, property, personnel and other individuals working or residing on military installations, will be protected under applicable legal authorities against communicable diseases associated with public health emergencies. Moreover, as the Altus AFB Commander, I have a duty to promote and safeguard the welfare of persons under my command. Reporting COVID-19 testing, results, and diagnoses allows us to reduce the spread of COVID-19 and protect our military members, civilian workforce, families, and local community.

7. THE BIG THREE:

a. The most critical measures for protecting ourselves and our mission are those contained in the BIG 3. All personnel on Altus AFB must abide by the BIG 3 to the maximum extent possible while on the installation. Additionally, military personnel must abide by the BIG 3 to the maximum extent possible when off the installation. The BIG 3 are

(1) Maintain 6-foot distancing between you and other individuals who are not a member of your household or wear a cloth face covering if 6-foot distancing cannot be maintained.

(2) Wash your hands frequently, avoid common areas, and avoid touching your face.

(3) Stay home if you are sick or feeling ill.

b. We must all work together to reinforce physical distancing guidance across Altus AFB. The attached graphic illustrates how physical distancing helps reduce exposure to infection. (Attachment 2). Additional physical distancing and good health practices include:

- Utilize alternative means instead of face-to-face interaction when possible.
- When not required to be at work, stay home as much as possible.
- Minimize the number and frequency of people in your home and workspace.
- Avoid shaking hands.
- Cover your coughs and sneezes with the crook of your elbow.
- Wipe down commonly touched items with disinfecting products.

8. Exceptions to this order, other than paragraph 4, will be granted no lower than the squadron commander level, and may be withheld at the group commander level (director of staff for WSA), at the discretion of each group commander.

9. Violations of paragraphs 2, 3, 4, 6.a., and 7.a. of this policy may result in administrative, disciplinary, UCMJ, debarment, and/or criminal action under 18 U.S.C. § 1382. Please refer any questions concerning the above policies and directions to your chain of command. Personnel residing on the installation who are unaffiliated with any unit may refer questions to the 97 AMW Legal Office at (580) 481-7294.

10. This order is effective immediately and supersedes any previous order, this subject. The following orders were superseded or rescinded by previous version(s) of this order:

- *Altus AFB Access during Coronavirus Disease (COVID-19) Pandemic*, dated 2 Apr 20;
- *Recommendation for Civilian Teleworking*, dated 17 Mar 20;
- *Leave and Pass Local Area Policy*, dated 30 Mar 20;

- *Gathering Limitations*, dated 16 Apr 20;
- *COVID-19 Self-Reporting Policy*, dated 6 Apr 20.
- *Off-Limits Areas*, dated 10 Apr 20.
- *Coronavirus Disease 2019 (COVID-19) Risk Mitigation Measures for Personnel Arriving at Altus AFB*, 25 Jun 20.

11. All personnel are reminded that they must continue to comply with State and cities' COVID-19-related orders when off the installation, which may be more restrictive than this policy. When this order is more restrictive than State and cities' orders, this order is controlling.

12. I understand that these restrictions cause hardships, but we must implement proactive measures to effectively counter the COVID-19 threat. I fully intend to lift these restrictions as quickly as conditions allow. For the most up-to-date information during this dynamic time, to include status of activities and services on the installation, please reference Altus AFB's COVID-19 website: <https://www.altus.af.mil/coronavirus/>.



MATTHEW A. LEARD, Colonel, USAF
Commander

2 Attachments:

1. Employer Guidance for Oklahoma's Open Up and Recover Safely Plan
2. Physical Distancing Graphic



Employer Guidance for Oklahoma's Open Up and Recover Safely Plan

Please note this guidance is not comprehensive, it is intended to serve as a tool to help businesses and local officials establish general protocols encountered in various situations. We have identified some foreseeable health risks associated with Covid-19 and have provided suggestions to mitigate those risks. Effective safety measures that protect employees and citizens are critical to a successful reopening of our great state. There are unique situations not covered here, and we rely on collaboration with our local officials, businesses and citizens using their best judgement during this unprecedented time. We must all take responsibility to protect those in our community. Thank you for doing your part to ensure the safety of all Oklahomans.

Full Service and Quick Service restaurants offering in-restaurant dining

Note: Please check with your local municipality for rules related to reopening, as they may have additional requirements. These Guidelines are recommendations for restaurants who want to continue social distancing practices.

COVID-19 Food Establishment Phase 3 Guidance

- Continue use of carry out, curbside or delivery dining options where feasible.
- Continue to encourage proper social distancing for customers. If practicing social distancing, six feet separation recommended
- Indoor dining rooms and outdoor dining areas such as patios may resume regular capacity.
 - Prioritize outdoor seating when available as much as possible
- For customer confidence, recommend maintaining increased cleaning of frequently touched surfaces (tables, restrooms, doors, menus, armrests, chair seats and backs, phones, etc.) in accordance with the CDC recommendations.
 - Recommend sanitizing each dining area between guests.
- Recommend making hand sanitizer bottles or stations available to customers.
- To prevent reuse of utensils by the public, recommend designating staff to serve at buffet or customer self-service areas.
- Continue to encourage customers to refrain from visiting the establishment if they feel sick, have been exposed to someone with COVID-19, or are exhibiting symptoms.
 - Encourage curbside, delivery, or takeout dining options for these customers.
- If the 6 ft. physical distancing cannot be maintained for employees interacting with customers or for kitchen staff, proper use of facial coverings, as recommended by CDC,

may continue as an option at the discretion of the business

- If possible, use phone app technology to alert patrons when their table is ready to avoid use of “buzzers” or similar devices.
- Banquet space and meeting venues may operate while continuing to follow local requirements for group sizes. Recommend events and meetings maintain 6ft distancing between groups or families.
- For classroom style seating in hotels or meeting spaces recommend chairs be placed to maintain 6 ft. spacing between parties/groups.
- Recommend outdoor and enclosed large venues such as ballparks and arenas should maintain spaced seating between groups that do not share a household such as every other row empty, staggered seating, or at least two seats empty between parties.
- Outdoor and enclosed large venues such as ballparks and arenas may develop signage or markings to reduce close contact while customers are waiting in lines at or in restrooms, concession stands, ticket counters, and other similar places.
- Recommend each outdoor and enclosed large venue develop a plan to provide for proper physical distancing throughout their facility. Each venue can collaborate with their local health department for guidance.
- Recommend increasing the amount of outdoor air provided through the establishments HVAC system where feasible.

Employees

- Increased washing of hands with soap and water for at least 20 seconds.
 - Even with hand washing, recommend using barriers such as tongs, gloves, tissues, or other utensil to prevent direct hand contact with ready-to-eat foods.
- Remind employees to cover coughs and sneezes with a disposable tissue when possible then follow immediately with washing hands for at least 20 seconds. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Avoid touching eyes, nose, mouth, or facemask if being worn.
- Workers that are possibly sick with COVID-19 symptoms (Fever over 100.4F) are required to stay home or be sent home immediately. Employee temperatures can be taken at the establishment or self-monitored at home by the employee.
- Workers who have COVID-19 symptoms should not return to work until they are symptom free for 72 hours without taking any fever reducing medication.

Employers

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

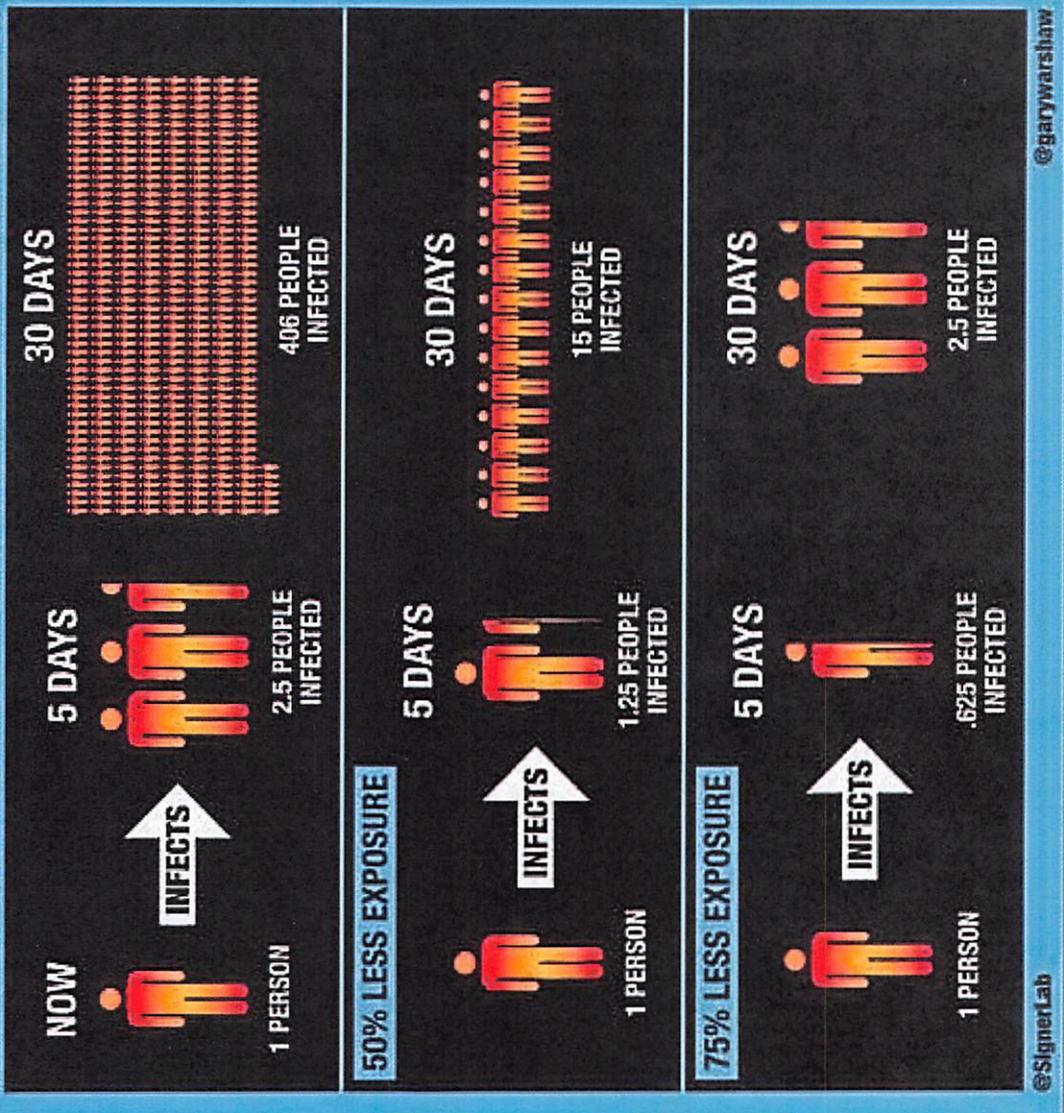
- **Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.**



The Hour Has Come

Social Distancing

THE POWER OF SOCIAL DISTANCING



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"We Train Exceptional Mobility Airmen"