



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

25 November 2020

MEMORANDUM FOR ALL CONTRACTORS OPERATING ON ALTUS AFB

FROM: 97 AMW/CC

SUBJECT: Contract Employee Participation in COVID-19 Contact Tracing

1. The past several months have been a trying time as we have worked to smartly safeguard the health and welfare of those who enable our mission in the 97th Air Mobility Wing. The partnership shown by our various contractors operating on Altus AFB to continue our mission while mitigating risk has been commendable and is greatly appreciated.
2. Recent events by one of our contracting partners has driven the need for me to take additional measures to safeguard personnel living and working on the installation. When a contract employee tests positive for COVID-19, we are typically notified by either the employee, contract company, or the local public health department. After we learn that a contract employee has tested positive, it is imperative that they participate in contact tracing with Altus AFB Public Health, like all other individuals working on the installation. Recently, a contract employee and his company refused to participate with contact tracing conducted by Altus AFB Public Health and insisted on only cooperating in contact tracing with the local, civilian public health department. However, the local public health department is inundated with COVID-19 cases and has agreed to allow Altus AFB Public Health to conduct contact tracing for base workers and residents. Nevertheless, due to the contractor's unwillingness to cooperate with Altus AFB Public Health, we were unable to find out what other personnel on our installation needed to be quarantined due to their exposure to this individual in order to curb the spread of the disease.
3. To prevent a recurrence of this incident, I am requesting that all contractors operating on Altus AFB require their employees to cooperate with contact tracing when requested by Altus AFB Public Health. Individuals may forfeit their base access privileges until they participate in contact tracing.
4. Additionally, I have minimal confidence that individuals who fail to participate in contact tracing will make other decision to safeguard the well-being of their co-workers and the base populace. In most situations, individuals who test positive for COVID-19 are permitted to re-access the installation and return to work 10 days after their positive test, so long as they are symptom free. This requires an element of trust that personnel are being truthful about the status of their symptoms. I do not have sufficient confidence in individuals who refused to participate in contact tracing to trust them regarding their symptoms. Consequently, individuals who refuse to cooperate in contact tracing requested by Altus AFB Public Health may also be denied access to the installation to resume work until they can provide proof of two negative COVID-19 tests.
5. Thank you for all that you have done and continue to do to advance the mission of the 97th Air Mobility Wing and to protect all who live and work here. Please address any questions you have regarding this letter with the 97th Contracting Flight at (580) 481-7261 or (580) 481-7320.

A handwritten signature in black ink, appearing to read "Matthew A. Leard", is positioned above the typed name.

MATTHEW A. LEARD, Colonel, USAF
Commander