



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

8 July 2022

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, "Incident of Public Health Concern on and around Altus Air Force Base," March 21, 2022](#)
 - (b) Executive Order 13991, "Protecting the Federal Workforce and Requiring Mask-Wearing," January 20, 2021
 - (c) Secretary of the Air Force Memorandum, "Department of the Air Force Guidance on Use of Masks," February 16, 2021 (rescinded, but mask-wear exemptions granted therein remain in effect pursuant to reference (d))
 - (d) [Under Secretary of Defense for Personnel and Readiness Memorandum, "Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance," April 4, 2022](#)
 - (e) 97 AMW/CC Memorandum, "Weekly COVID-19 Testing for Unvaccinated Personnel," July 7, 2022
 - (f) 97 AMW/CC Memorandum, "97 MDG COVID-19 Test-to-Stay Strategy," July 7, 2022

1. On 21 March 2022, I downgraded the public health emergency to an incident of public health concern for Altus AFB, in response to the current nature of the threat of Coronavirus Disease 2019 (COVID-19) (reference (a)), and have maintained the incident of public health concern since that time. I am committed to posturing Altus AFB to accomplish our critical training mission while preserving the health, wellness, and safety of our workforce, families, and community. Due to the 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the mission of Altus AFB, I have implemented the following policies and directives, which will remain in effect until superseded or rescinded.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. **COVID-19 Self-Reporting:**

a. All military personnel assigned to, or serving on, Altus AFB are ordered to report **testing positive for COVID-19**, to their 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 obtained at either a military or civilian facility or utilizing a home test kit. Additionally, military personnel must notify their chain of command if they come into close contact¹ with any individual who they believe may have COVID-19. Pursuant to reference (d), this includes notification to their chain of command

¹ "Close contact is defined as someone who was within 6 feet of a person who has contracted COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated and irrespective of whether the person with COVID-19 or the contact of such a person was wearing a face covering or mask or respiratory personal protective equipment." Reference (d).

if the military member or any person in their household develops signs or symptoms consistent with COVID-19.

b. Pursuant to reference (d), civilian employees and contractors who have signs or symptoms consistent with COVID-19 or who were potentially exposed to COVID-19 based on close contact with a person who has a laboratory confirmed, clinically diagnosed, or presumptive case of COVID-19 will notify their supervisor.

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. 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.

3. **Contact Tracing:** All personnel with access to Altus AFB are required to fully cooperate in contact tracing when requested by Altus AFB Public Health. Military personnel and civilian employees who do not cooperate in contact tracing are subject to administrative or disciplinary action. Contractors, family members, and other individuals with access to the installation who fail to cooperate with contact tracing may forfeit base access privileges until contact tracing is accomplished or be subject to other risk mitigation measures for the safety of the base populace.

4. **COVID-19 Positive Personnel and Close Contacts:**

a. **COVID-19 Positive Personnel:**

(1) **Military Personnel:** Military personnel are required to follow the isolation, masking, and other risk mitigation measures for COVID-19 positive personnel, as directed by the Public Health Emergency Officer (PHEO) through the Altus AFB Public Health office. Pursuant to reference (d), regardless of COVID-19 vaccination status, personnel who test positive for COVID-19 will typically isolate for 5 days. Individuals may typically leave isolation and return to work after 5 days if either (1) they have no symptoms, or (2) they are fever free for more than 24 hour and any remaining symptoms are resolving. After released from isolation, mask wearing must continue for 5 days, even if mask wearing is not otherwise required by DoD guidance, as described in paragraph 5.c. In all cases, members are required to follow the individualized directions provided by Altus AFB Public Health.

(2) **Personnel Other than Service Members:** Pursuant to reference (d), personnel other than military members, including civilian employees and DoD contractor personnel, who have signs or symptoms consistent with COVID-19² will notify their supervisor and either not come into any on-base workplace or promptly leave the workplace. Also pursuant to reference (d), regardless of COVID-19 vaccination status, personnel who test positive for COVID-19 will remain out of the workplace for 5 days. Individuals may usually return to the workplace after 5 days if either (1) they have no symptoms, or (2) they are fever free for more than 24 hour and any remaining symptoms are resolving. Mask wearing must continue in the workplace for an additional 5 days, even if mask wearing is not otherwise required by DoD guidance, as described in paragraph 5.c. In all cases,

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

civilian employees will follow the individualized directions provided by their supervisor, as informed by Altus AFB Public Health.

(3) Exceptions: Durations of isolation for military members or restriction of workplace access for personnel other than service members may not be curtailed. Authority to grant exceptions to Altus AFB Public Health imposed isolations for military members or to workplace restrictions IAW reference (d) is not delegated.

b. Close Contacts:

(1) Military Personnel:

(a) Pursuant to reference (d), restriction of workplace access is required for 5 days unless the member is fully vaccinated and has: (1) received an authorized COVID-19 booster dose; (2) it has been less than 5 months since completion of the primary series with an mRNA vaccine (i.e., Pfizer-BioNTech/Comirnaty or Moderna/Spikevax); or (3) it has been less than 2 months since receiving a Johnson and Johnson COVID-19 vaccine dose as a primary vaccination. If no symptoms develop, restriction of workplace access may discontinue after 5 days, but the member must continue to wear a mask around non-household members for an additional 5 days, even if mask wearing is not otherwise required by DoD guidance, as described in paragraph 5.c.

(b) Fully vaccinated members who meet the criteria in paragraph 4.b.(1)(a) to not have their workplace access restricted, must wear a mask around non-household members for 10 days, even if mask wearing is not otherwise required by DoD guidance, as described in paragraph 5.c.

(2) Personnel Other than Service Members:

(a) Pursuant to reference (d), restriction of workplace access is required for 5 days unless the individual is fully vaccinated and has: (1) received an authorized COVID-19 booster dose; (2) it has been less than 5 months since completion of the primary series with an mRNA vaccine (i.e., Pfizer-BioNTech/Comirnaty or Moderna/Spikevax); or (3) it has been less than 2 months since receiving a Johnson and Johnson COVID-19 vaccine dose as a primary vaccination. If no symptoms develop, restriction of workplace access may discontinue after 5 days, but the individual must continue to wear a mask in the workplace for an additional 5 days, even if mask wearing is not otherwise required by DoD guidance, as described in paragraph 5.c.

(b) Fully vaccinated individuals who meet the criteria in paragraph 4.b.(2)(a) to not have their workplace access restricted, must wear a mask in the workplace for 10 days, even if mask wearing is not otherwise required by DoD guidance, as described in paragraph 5.c.

(3) Exceptions: I hereby delegate to squadron or group commanders (DS for WSA), and civilian equivalents, in coordination with Altus AFB Public Health, to curtail the workplace access restriction timeframes for asymptomatic military personnel, civilian employees, and contractors with potential exposure to COVID-19 based on close contact, pursuant to the Test-to-Stay program, IAW reference (f). Individuals whose workplace access restriction is curtailed by their commander must adhere to the following risk mitigations practices following their last exposure:

(a) Obtain a COVID-19 test on day 0;

(b) Monitor for COVID-19 symptoms for 10 days after exposure;

(c) Wear a mask in the workplace for 10 days after exposure, even if mask wearing is not otherwise required by DoD guidance (Note: while balancing the risk of spread of COVID-19, commanders may authorize any of the mask-wear exceptions listed in paragraph 5.c.(1) and 5.c.(2) necessary to ensure safe mission accomplishment);

(d) Practice hand and cough hygiene;

(e) Refrain from sharing headsets or other objects used near the face;

(f) Continue to physically distance as much as possible;

(g) Clean and disinfect their workspaces daily; and

(h) Obtain a COVID-19 test on day 5, 6, or 7.

5. **Masks:**

a. **On-Base Outdoor Mask Wear:** Pursuant to reference (d), outdoor mask-wearing is optional for all personnel, whether or not they are fully vaccinated,³ regardless of the CDC's COVID-19 community level.

b. **Masks in On-Base Health Care Settings:** All personnel in the base clinic, for any reason, must follow masking requirements set by 97 MDG/CC, which may mandate mask-wear when not otherwise required elsewhere on the installation.

c. **On-Base Indoor Mask Wear:** Pursuant to reference (d), whether personnel, both fully vaccinated or not, are required to wear masks indoors on the installation (in other than health care settings) depends upon the CDC's COVID-19 Community Level.⁴ When the Community Level for Jackson Co., OK, is rated as either "low" or "medium," personnel are not required to wear a mask on the installation; however, individuals may elect to wear a mask. When the Community Level for Jackson Co., OK, is rated as "high," personnel are required to wear masks on the installation, except as detailed in paragraphs 5.c.(1)–5.c.(2) below. This mask-wear policy applies to all total force military personnel, civilian employees (including non-appropriated funded civilians), onsite contractor employees, and visitors to the installation. The Jackson Co., OK, Community Level will

³ "An individual is considered "fully vaccinated" when at least 2 weeks have elapsed after a second dose of a two-dose COVID-19 vaccine series (e.g., PfizerBioNTech/Comirnaty, or Moderna/Spikevax vaccines), or 2 weeks after receiving a single dose of a one-dose COVID-19 vaccine (e.g., Johnson & Johnson's Janssen vaccine) that are: (1) fully licensed or authorized or approved by the FDA; (2) listed for emergency use on the World Health Organization Emergency Use Listing (e.g., AstraZeneca/Oxford); or (3) approved for use in a clinical vaccine trial for which vaccine efficacy has been independently confirmed (e.g., Novavax). An individual is not fully vaccinated if the individual either has not completed the full COVID-19 vaccination dose series; or declines to provide his or her COVID-19 vaccination status and declines to provide any requested proof of that status. Those with previous COVID-19 infection(s) or previous serology are not considered fully vaccinated." Reference (d).

⁴ CDC Community Levels are available on the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>.

be monitored by 97 AMW/IGP. Determinations to change masking status on Altus AFB (either into or out of masks) will be made base-wide by either 97 AMW/CC or 97 AMW/CV.

(1) DAF-Wide Mask-Wear Exceptions: Pursuant to references (c) and (d), when on-base indoor mask wear is required under the policy described in paragraph 5.c. above, the following limited exceptions are in effect:

- (a) when an individual is alone in an office with closed door and floor-to-ceiling walls;
- (b) brief periods of time when eating or drinking while maintaining distancing and in accordance with instructions from commanders and supervisors;
- (c) when the mask is required to be lowered briefly for identification or security purposes;
- (d) when necessary to reasonably accommodate an individual with a disability;
- (e) when necessary to reasonably accommodate participation in a religious service or to reasonably accommodate a religious belief;
- (f) when clear or unrestricted visualization of verbal communication are essential to safe and effective operations (e.g., air traffic control, emergency dispatch, police/fire/emergency services).
- (g) when the person who would be wearing the mask is under the age of two, sleeping, unconscious, incapacitated, or otherwise unable to remove the mask without assistance;
- (h) when engaged in training in which mask wearing is not feasible or creates a hazard, such as swim qualification, amphibious, and aquatic training events;
- (i) when individuals are alone (or with members of their household or close social pod) in their housing or personally owned vehicle;
- (j) when personnel are operating machinery, tools, and/or other items during the use of which a mask would present a safety hazard;
- (k) when environmental conditions are such that mask wearing presents a health and safety hazard (e.g., extreme elevated temperatures);
- (l) when individuals are enrolled in a respiratory protection program and are wearing a respirator during the performance of duties requiring respirator protection;
- (m) when underlying health conditions that prohibit the wear of a face covering exist and the individual is in possession of medical documentation from a health care provider outlining such a condition and the restrictions the condition places on wear of a face covering;

(n) when actively participating in physical fitness activities and either proper physical distancing is maintained or additional measures are implemented to mitigate the threat of transmission;

(o) when an individual is alone in a vehicle or is sharing the vehicle only with members of their household;

(p) when mask use substantively interferes with the proper wear and use of personal protective equipment necessary for the accomplishment of one's military duties; and

(q) when personnel are in primary aircrew positions during critical phases of flight or emergencies; or when using flight crew oxygen equipment.

(2) 97 AMW Categorical Mask-Wear Exemptions: Pursuant to the authority delegated to me by the Secretary of the Air Force in reference (c), I grant the following additional categorical exemptions, [which are applicable when on-base indoor mask-wear is required under the policy described in paragraph 5.c. above](#):

(a) *Children*: Children over the age of two years will be encouraged to wear masks to the extent practicable; however, children's intolerance to masks will not be a bar to base access or services.

(b) *Rivers Elementary School*: In order to protect school-age children, military personnel visiting Rivers Elementary School must wear a mask while indoors, [when mask wearing is required on Altus AFB by DoD guidance, as described in paragraph 5.c.](#) All other personnel at Rivers Elementary School are not required wear a mask [when mask wearing is otherwise required on Altus AFB](#), but are highly encouraged to do so. Rivers Elementary School may continue to establish mask wear policies consistent with CDC and Department of Education guidance.

(c) *Safe Operation of Aircraft*: Fully vaccinated aircrew may remove masks during simulator and flight operations. Unvaccinated aircrew will continue to wear masks during all phases of flight training to the maximum extent that it is practical and safe and does not interfere with the safe operation of an aircraft. Unvaccinated aircrew may remove masks when necessary for safe operation of an aircraft.

(d) *Courts-Martial and Administrative Discharge Boards*: In order to promote fair processes and protect the constitutional, statutory, and regulatory rights of personnel involved in these proceedings, the requirement to wear masks may be modified to allow witnesses to not wear masks while testifying, to allow members to not wear masks while answering questions during voir dire, [to allow counsel, recorders, military judges, and the legal advisors to not wear masks when speaking on the record](#), and in other similar situations furthering fair processes and protecting rights in the discretion of the presiding official.

(e) *Briefers*: Individuals conducting group briefings are authorized to remove their masks while speaking, as long as they are physically distanced from all other individuals by at least six feet.

(3) **Case-by-Case Exceptions:** Pursuant to reference (c), authority to authorize case-by-case exceptions to the DoD and DAF mask wear policies on Altus AFB is reserved to 97 AMW/CC. This reservation of authority does not preclude squadron and group commanders (DS for WSA) and civilian equivalents from having the discretion to assess case-by-case risk to force and/or mission, and to make risk-based mask-wear decisions informed by circumstances of heat stress, occupational hazards, and the immediate health and safety of their teams.

(4) **Authorized Masks:** Masks worn by military personnel while in uniform must be conservative and professional. Masks worn by military personnel or civilian employees in the workplace or on duty must be in keeping with dignity and respect. Additionally, pursuant to reference (d), Masks must cover the nose and mouth, fit snugly around the nose and chin, and have no large gaps around the sides of the face. Acceptable masks are non-medical disposable masks; masks made with breathable fabric (such as cotton); masks made with tightly woven fabric that does not let light pass through when held up to a light source; masks with two or three layers; masks with inner filter pockets, or, on a voluntary basis in non-medical settings, an N95-type filtering face piece. Novelty or non-protective masks, masks with ventilation valves, and face shields are not authorized as a substitute for masks.

6. **Military Leave and Pass Travel:** According to DAF/A1, leave approval for military personnel has returned to pre-COVID-19 rules, as detailed in AFI 36-3003, *Military Leave Program*. Therefore, there is no heightened requirement for squadron commanders to approve leave or pass outside the local area, unless such a requirement is established by group or squadron commanders. Additionally, squadron commanders are authorized to define the local area in accordance with AFI 36-3003 and the Joint Travel Regulations. When deciding whether to allow leave or pass outside the local area, supervisors must conduct a risk assessment, as described in paragraph 7, with the traveler.

7. **Travel Risk Assessment:** Pursuant to references (d), risk assessments must be conducted by the appropriate commander or supervisors for (1) all military member travel, including leave/pass travel, and (2) civilian employees engaging in official travel. In accordance with reference (d), at a minimum, the risk assessment must include the following:

a. whether the individual is familiar with how to self-monitor, and what actions to take if he or she develops signs or symptoms consistent with COVID-19 or contracts COVID-19. Prior to travel, all travelers should be educated on how to self-monitor and what actions to take if they develop COVID-19 signs or symptoms or contract COVID-19 while on leave/pass;

b. whether the individual has exhibited any signs or symptoms of COVID-19 within the previous 10 days. In all cases, no personnel may engage in official travel if they have tested positive for COVID-19 and have not yet met criteria for discontinuing isolation, they are symptomatic, or they are pending COVID-19 test results;

c. whether the individual has had close contact with anyone having, or known to have exhibited, signs or symptoms of COVID-19, or who has tested positive for COVID-19 within the previous 10 days. Travel should be delayed if, in the past 10 days, an individual has been in close contact with someone who has tested positive for, and/or been symptomatic of, COVID-19 and requires self-quarantine;

d. whether the individual has recently recovered from COVID-19 and, if so, when and if they have documentation of a positive viral test and documentation of recovery from a healthcare provider;

e. whether the individual is fully vaccinated or up-to-date⁵ with COVID-19 vaccines and, if so, when and whether they have proof of vaccination (i.e., CDC vaccination card or other medical documentation);

f. whether the individual has traveled to a county, state, territory, county, or city with high or increasing risk of COVID-19 as defined by the CDC in Travel Health Notices;

g. whether the individual is at increased risk of severe illness of COVID-19 as defined by the CDC;⁶ and

h. the status of community spread of COVID-19 for the travel destination.

8. **Screening Testing of Unvaccinated Personnel:** Pursuant to reference (d), whether unvaccinated personnel are required to participate in COVID-19 screening testing depends upon the CDC's COVID-19 Community Level.⁷ When the Community Level for Jackson Co., OK, is rated as "low," personnel are not required to participate in the screening testing program. When the Community Level for Jackson Co., OK, is rated as either "medium" or "high," unvaccinated personnel are required to participate in the screening testing program. The screening testing program applies to all total force military personnel, civilian employees (including non-appropriated funded civilians), onsite contractor employees, and official visitors to the installation. The Jackson Co., OK, Community Level will be monitored by 97 AMW/IGP. Determinations to change screening testing status on Altus AFB (either to start or stop screening) will be made base-wide by either 97 AMW/CC or 97 AMW/CV. Screening testing procedures will be conducted in accordance with reference (e) or superseding guidance.

9. All personnel are reminded they must continue to comply with State's 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.

10. Violations 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.

11. This order is effective immediately and supersedes any previous order, this subject. This order also cancels and rescinds the following orders:

⁵ "Up-to-date" means a "person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. Reference (d).

⁶ Additional details can be found at <http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.

⁷ CDC Community Levels are available on the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>.

- *COVID-19 Risk Mitigation Steps for Contractors Operating on Altus AFB*, dated 29 May 2020;
- *Contract Employee Participation in COVID-19 Contact Tracing*; dated 25 November 2020;
- *97 AMW Inbound Personnel Risk Mitigation Guidance for Commanders*, dated 12 September 2021.

12. I understand these measures cause hardships, but we must follow higher headquarters directives in implementing proactive measures to effectively counter the COVID-19 threat. I fully intend to lift these measures as quickly as conditions and higher headquarters authorizations 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/>.

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