



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

29 May 2020

MEMORANDUM FOR ALL CONTRACTORS OPERATING ON ALTUS AFB

FROM: 97 AMW/CC

SUBJECT: COVID-19 Risk Mitigation Steps for Contractors Operating on Altus AFB

1. Throughout this period, we remain focused on training our Mobility Airmen while smartly safeguarding those who enable our mission. To protect the health and welfare of students and permanent party personnel on the installation, I have directed numerous risk mitigation measures.
2. As part of our mitigation efforts, the following policy is in effect for all contractors intending to work on Altus AFB, who are traveling from outside the state of Oklahoma. Contractors must notify Altus AFB of incoming personnel no later than three (3) work days before the personnel's arrival at Altus AFB. The 97th Contracting Flight, in conjunction with the government sponsor and installation Public Health office, will verify what level of interaction the contractor will have with base personnel, the risk level associated with their situation, and the risk mitigation requirements. Factors that increase risk include COVID-19 related symptoms, recent interaction with an individual who tested positive for COVID-19 or arrival from a hot spot (as determined by the Federal Emergency Management Agency).
 - a. Higher risk contractors who will have interaction with base personnel that is close and frequent or of durations longer than two minutes, must complete a 14-day quarantine prior to gaining access to the installation.
 - b. Higher risk contractors working in a facility or at a location occupied by base personnel and who cannot remain separated in a specific area where base personnel are not present or cannot work outside of core duty hours, must quarantine for 14 days prior to gaining access to the installation.
 - c. Higher risk contractors working in a facility occupied by base personnel, but able to remain separated in a specific area where base personnel are not present, do not have to quarantine. They will complete a 14-day self-observation period, as described in paragraph 3, after being granted access to the installation and will report any changes in their health to their Altus AFB contracting officer. The facility manager shall restrict access points for contractors to decrease exposure to the base population.
 - d. Higher risk contractors working in a facility or area not occupied by base personnel do not have to quarantine. They will complete a 14-day self-observation period, as described in paragraph 3, after being granted access to the installation and will report any changes in their health to their Altus AFB contracting officer.

e. Lower risk contractors do not have to quarantine. They will complete a 14-day self-observation period, as described in paragraph 3, after being granted access to the installation and will report any changes to their Altus AFB contracting officer.

3. If deemed necessary, the 14-day quarantine will start on the day the contractor entered Oklahoma and will involve remaining in the temporary place of residence, monitoring temperature, and reporting development of symptoms of fever or respiratory illness. Self-observation involves monitoring temperature and reporting development of symptoms of fever or respiratory illness to their Altus AFB contracting officer. Higher risk contractors who are not quarantined will not be allowed to access any base facilities other than their work site for 14 days after their arrival at Altus AFB. Individuals who experienced COVID-19 related symptoms within 5 days prior to arriving at Altus AFB, or develop symptoms while in quarantine or working on the installation may be required by the Altus AFB Public Health Emergency Officer to provide proof of negative COVID-19 test results in order to be allowed access to the installation.

4. Regardless of quarantine status, all individuals working on base are required to comply with COVID-19 general safety guidelines to include hygiene, social distancing and, when appropriate, cloth face coverings, and to comply with the applicable provisions of my *97 AMW Policies and Directives Regarding Coronavirus Disease 2019 (COVID-19)* memorandum. The most current version of the memorandum is located at <https://www.altus.af.mil/coronavirus/>.

5. Violations of this policy may be cause for debarment from the installation. Address any questions you have regarding this order with the 97th Contracting Flight at (580) 481-7261 or (580) 481-7320. This policy is effective immediately and supersedes any previous policy, this subject.



MATTHEW A. LEARD, Colonel, USAF
Commander