



**DEPARTMENT OF THE AIR FORCE
97TH TRAINING SQUADRON (AETC)
ALTUS AIR FORCE BASE OKLAHOMA**

14 October 2020

MEMORANDUM FOR ALL AMTC INBOUND STUDENTS
C-17, KC-135, KC-46 UNIT COMMANDERS

FROM: 97 TRS/CC

SUBJECT: Altus TDY Student Arrival Policy Version 2 (Changes in blue)

1. Beginning 17 August 2020, the 97th Training Squadron began using the DoD Travel Restrictions Installation Status Update to determine Advanced Medical Monitoring (AMM) and Restriction of Movement (ROM) requirements for inbound students. This list is updated weekly and used throughout the DoD to determine if restrictions are required for travel to and from specific installations. A ROM is similar to a quarantine where the member can retrieve food only from the commissary or shoppette and follow all COVID-19 risk mitigation measures. Source guidance for specific locations can be found through the myPers "DoD and DAF Installation Travel Criteria Results" link:

https://mypers.af.mil/app/answers/detail/a_id/47788

2. **KC-46 and KC-135 Students.** Students traveling to Altus from a location that has not lifted travel restrictions (e.g. "red" on the spreadsheet) will be subject to a ROM. Students will not in-process the TRS or begin courses until 14 days after leaving a red installation (departure day will count as day 1, day 15 will be in-process/course start date). If a student leaves the red installation with less than 14 days until the course start date (CSD), the student will be moved to a future class **if scheduling capability exists**. **There is always a chance that the training could be compromised if a student cannot report in a timely manner.** To mitigate this, we ask that students from red installations travel to Altus 14 days before the scheduled CSD. Exceptions to this policy are detailed in Para. 4.

3. **C-17 Students.** C-17 students traveling from a red installation are subject to the same restrictions as KC-46 and KC-135 students. However, in the event a student from a red installation arrives with less than 14 days until the CSD, the entire class will be delayed until the 14 day period has been met for all students in the class. **This is not an embedded exception to this policy. There is always a chance that the training could be compromised if a student cannot report in a timely manner.** Therefore, we ask that students from red installations travel to Altus 14 days before the scheduled CSD to prevent scheduling delays. Exceptions to this policy detailed in Para. 4.

4. **Alternative to Arriving 14 Days Early from a Red Installation.** There are a couple of options to preclude a 14 day training delay, but specific risk mitigation procedures need to be followed.

Option 1: If students take leave in conjunction with the TDY, they may start class on time as long as they left the red installation 14 days prior to CSD and the leave location is not a hot spot. Additionally, they must comply with all 97 AMW policies. County hotspots are designated "hot" when they average more than 25 new COVID cases per 100,000 people per day for the three consecutive days prior to departing. The first website below is the source for COVID cases in each county. If you go to the second website and click on the "County COVID Case Data" link, you can access an Excel spreadsheet that has calculated and listed the cases per 100,000 people per day for each county in the United States.


U.S. County Hot Spot Locations Source:

<https://covid.cdc.gov/covid-data-tracker/#pandemic-vulnerabilityindex>

<https://altus.usaf.afpims.mil/About-Us/New-Students/>

Option 2: In extreme circumstances, when students are unable to arrive to Altus 14 days early, the Sq/CC or equivalent may submit an exception to policy (ETP) request NLT 21 days before the CSD. Please submit ETP requests to 97.trs.traworkflow@us.af.mil. If an ETP is granted, the anticipated mode of transportation is a privately owned vehicle through green counties in the most direct manner while the member practices all 97 AMW COVID-19 risk mitigation measures.

5. The intent of this policy is to preserve training and keep our students safe. For unit commanders, if your members are departing from a "red" location, please plan on sending them 14 days early to the maximum extent possible to conduct their ROM at Altus AFB. Whether students have checked in or not, they are expected to adhere to 97 AMW COVID-19 Policies & Directives during their restriction of movement, advanced medical monitoring, and duration of training. These procedures are designed to ensure the safety of Altus AFB permanent party, students, contractors, and civilians. Thank you for your understanding and patience as we continue to train our Nation's premier mobility aviators at full capacity. Please contact 97 TRS Student Affairs at (580) 481-7446 with any questions.

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MATTHEW E. TARNOWSKI, Lt Col, USAF
Commander

cc:
97 OG/CC
97AMW/CC
19 AF/DOP
AMC/A3TF



**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.

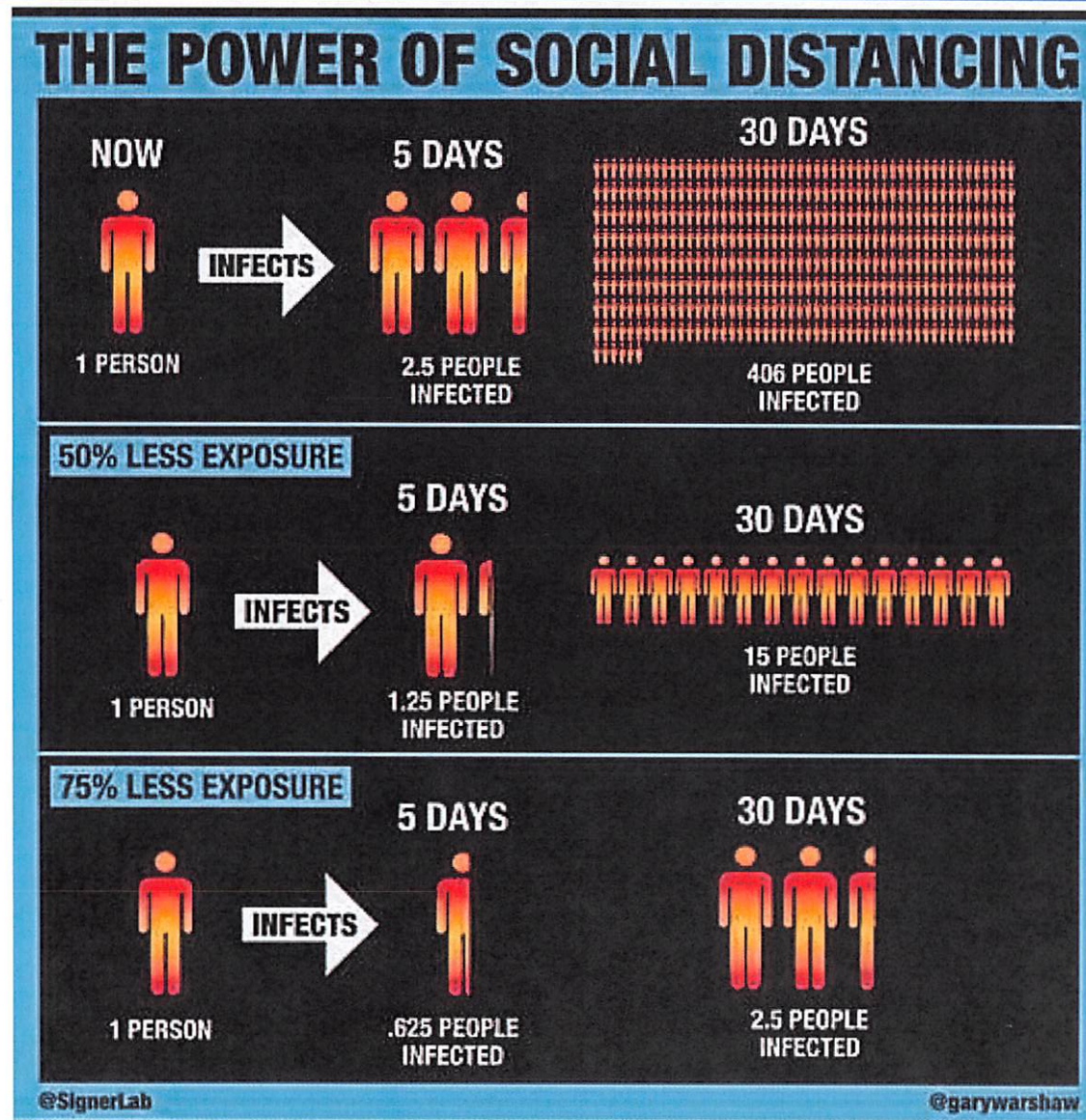
- Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.



Social Distancing

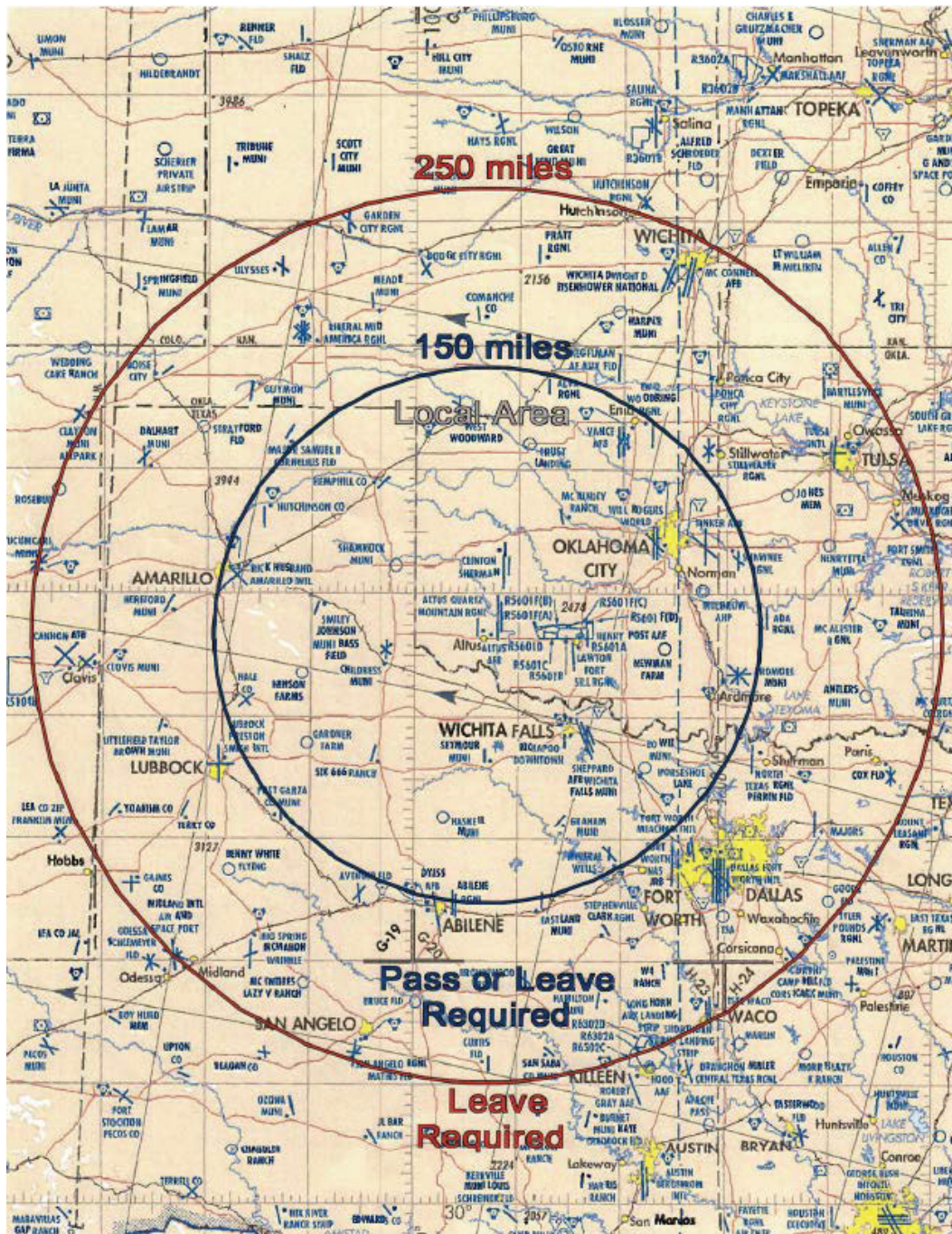


The Hour Has Come



"We Train Exceptional Mobility Airmen"

Leave and Pass Travel for Military Personnel



Within 150 Miles of AAFB

- This is the designated “local area”
- Travel under normal leave/pass rules
- Approval may be below Sq/CC level
- If anywhere in the local area becomes “hot spot,” travel is only permitted to that location with Sq/CC approval

150-250 Mile Radius Around AAFB

- Leave or pass required for travel
- Approval no lower than Sq/CCs
- Authority to approve may be withheld by Gp/CCs (DS for WSA)

Beyond 250 Miles from AAFB

- Leave required for travel; passes not authorized
- Approval no lower than Sq/CCs
Authority to approve may be withheld by Gp/CCs (DS for WSA)

Off-limits area, gathering limitations, and **THE BIG 3** apply no matter how far personnel travel from Altus AFB!



**DEPARTMENT OF THE AIR FORCE
97TH TRAINING SQUADRON (AETC)
ALTUS AIR FORCE BASE OKLAHOMA**

2 July 2020

MEMORANDUM FOR ALL AMTC INBOUND STUDENTS

FROM: 97 TRS/CC

SUBJECT: Guidelines 14-Day COVID-19 Advanced Medical Monitoring (AMM)

1. Welcome to Altus Air Force Base and the Air Mobility Training Center! While our Nation and our Air Force works through its prevention and response to the COVID-19 pandemic, there are some precautions we have enacted for the protection of our students, staff, and community. As a newly arrived student, this includes the guidance detailed below. We recognize that many of these guidelines will be inconvenient to your stay, and we hope to keep these inconveniences as minimal as possible. I want you to have my personal assurances that every countermeasure included below is the bare minimum needed to keep you and our community safe. For the next 14 days, you are on Advanced Medical Monitoring (AMM) status, and you will be asked to comply with the following measures:

2. **Lodging.** During AMM status, you will stay on base in the Red River Inn. Please call and make a reservation as soon as possible at (580) 481-7356. No one other than you is permitted in your VQ room at any time. Once cleared from AMM status, you may move off base if desired into a single occupation room (reference Attachment 3).

3. **Inprocessing.** On your class start date, proceed to the temperature check location (building 79, floor 1 laundry room) at 0700. A member appointed by Public Health will give you a wellness worksheet, take your temperature via temporal (forehead) thermometer, and make a brief medical evaluation. Following your temperature check, proceed to 97 TRS Student Administration (Bldg 87) by 0745 to inprocess your course.

4. **Health Monitoring.** Every day of the week, Public Health will conduct temperature and medical evaluations at the temperature check location stated above. You will be assigned to one of two monitoring groups at in-processing. Group 1 evaluations will be held 0700-0800 (Mon-Fri), Group 2 1300-1400 (Mon-Fri) and both groups 1000-1100 (Sat-Sun). If you are scheduled for a training event during your prescribed time, get your temperature taken during the other group's time window. If you are unable to meet either daytime monitoring events, please contact the 97 TRS First Sergeant at (580) 481-6532 or (580) 649-2591 to schedule an available time. If at any point you show symptoms or are tested for COVID-19, you will follow the self-reporting procedures outlined in the 97 AMW Policies and Directives Regarding COVID-19 MFR.

5. **Use of Preventative Masks.** While on AMM status, any time you enter any facility on base (including BX and Commissary, but not including your VQ room), you will wear the preventative mask. Please bring a preventative cloth mask with you from your home station. See attachment 2, AMTC Facial Covering Mandatory Use for more information.

6a. **Movement Restrictions.** (If arriving from a 97th Public Health deemed “hotspot,” see **6b. Movement Restrictions from a Hotspot**). Until you are released from your 14-day AMM period, you will be restricted to on-base travel. You are permitted to leave your VQ room at any time, but the following precautions will be met:

a. **Meals.** Aside from food purchase at the Commissary or Shoppette, your only on-base dining options are the Dining Facility (Hangar 97) and Galaxy Grill (Bowling Center). Food must be pre-ordered and taken to go or delivered. Wash your hands thoroughly before entering any building for pick-up. You may not sit down or consume your meal inside the facility. See **Attachment 1** for times and contact information. Several off-base establishments have also recently offered on-base delivery services. As long as you do not leave the installation, off-base restaurants may deliver to you if they are providing that service.

b. **Fitness Areas.** You may use the on base fitness areas while in medical monitoring as long as you abide by all preventative guidelines outlined by the fitness center.

c. **Training.** You will continue your training to the maximum extent possible during your 14-day Medical Monitoring period. Training will begin on your class start date in accordance with specific syllabus even though you’re on AMM status. Wear your Preventive Mask before entering any facility (besides your designated VQ room), and thoroughly wash hands before and after every training event.

6b. **Movement Restrictions from a Hotspot.** Until you are released from your 14-day AMM period, you will be restricted to on-base travel. You are permitted to leave your VQ room at any time, but the following precautions will be met:

a. **Meals.** Your only on-base dining options are the Commissary or Shoppette. You may not sit down or consume your meal inside the facility. Several off-base establishments have also recently offered on-base delivery services. As long as you do not leave the installation, off-base restaurants may deliver to you if they are providing that service.

b. **Fitness Areas.** You may NOT use the on base fitness areas while in medical monitoring. You may exercise outside your room and along any running path.


c. **Training.** You will be restricted from any face to face instruction. There may be an opportunity to complete some academics during your 14-day delay, student administration will provide instructions on this during inprocessing.

7. Once you are cleared from your 14-day Medical Monitoring, you will still be expected to adhere to the 97 AMW travel restrictions and policies as well as any Altus, Jackson County, or State of Oklahoma policies. Most current 97 AMW policy can be found at www.altus.af.mil/coronavirus.

8. Any variations of or exceptions to this policy must be approved by the 97 TRS/CC.

9. Please know that your AMTC staff and instructors are singularly focused on your well-being and training. My team and I are creating new avenues of communication so you can

voice concerns or issues, but should those systems fail or prove inadequate, I will be happy to personally address any concerns you may have. My POC for this policy is the AMTC Department of Student Affairs, who can be reached via office phone (580) 481-7446 or 24-hour cell at (580) 649-1490, or you can personally contact me via office phone (580) 481-7178 or 24-hour cell at (580) 649-2047. Thank you again for your thoughtfulness and patience, and we hope to make your time at the Air Mobility Training Center as successful as possible.

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MATTHEW E. TARNOWSKI, Lt Col, USAF
Commander

3 Attachments:

Attachment 1 - Hangar 97 and Galaxy Grill Information

Attachment 2 - AMTC Facial Covering Mandatory Use

Attachment 3 - Student Lodging During Public Health Emergency

Attachment 1: Hangar 97 and Galaxy Grill Information

Hangar 97 (Dining Facility)

Hours of Operation

Monday – Friday 0600-1830

Breakfast 0600-0900; Lunch 1030-1330; Dinner 1630-1830; Grab & Go 0600-1830

Sat/Sun/Holiday 0630-1830

Breakfast 0630-0830; Lunch 1030-1330; Dinner 1630-1830; Grab & Go 0630-1830

Members will use the east side of the building (Touch and Go) to pick up their meals.

Placing an order:

Menu available at: <https://www.altusfss.com/hangar97>

Call 481-7781 to place your order

Order any time prior to the times listed below:

Breakfast: 0630 – 0730

Lunch: 1030 – 1130

Dinner: 1630 – 1730

Picking up an order:

When to pick-up orders:

Breakfast: 0700 – 0720

Lunch: 1100 – 1120

Dinner: 1700 – 1720

Pick up via the “Touch ‘n Go” entrance (Do not use main entrance)

Galaxy Grill (Bowling Center)

Menu available at: <https://www.altusfss.com/galaxygrill>

Call 481-6704 to place your order (Carryout and/or Delivery)

\$5 minimum for deliveries, plus \$3 delivery fee.

Free delivery for orders \$10 or more.

	Hours of Operation	Carry out Hours	Delivery Hours
Sunday	1100 - 1800	1100 – 1800	1100-1300 & 1600-1800
Monday – Wednesday	0630 - 1330	0630 – 1330	1030 – 1330
Thursday - Friday	0630 - 1900	0630 – 1900	1030 – 1330 & 1630-1900
Saturday	1100 - 1900	1100 - 1900	1100 – 1330 & 1630 - 1900



DEPARTMENT OF THE AIR FORCE
97TH TRAINING SQUADRON (AETC)
ALTUS AIR FORCE BASE OKLAHOMA

30 Jun 20


MEMORANDUM FOR ALL AIR MOBILITY TRAINING CENTER (AMTC) STUDENTS
97 TRS PERSONNEL

FROM: 97 TRS/CC

SUBJECT: Mandatory Facial Covering Use

1. Due to the increased risk to mission and personnel resulting from the rise in cases of COVID-19 throughout the country coupled with the current leave policy, mandatory facial covering use will be required for all AMTC students, permanent party instructors, faculty, and staff. This action will mitigate risk of person to person contamination. The 97th AMW "Big 3" mitigation policy of social distancing, wearing a face covering, washing your hands, and staying home if you feel ill set the foundation. That said, individuals have relaxed the wear of facial covering wear. To be clear, a facial covering (either cloth or plastic) will be worn during all official duties by all students, faculty, and staff unless conducting or receiving training on the aircraft or when six feet of physical space cannot be maintained. On the aircraft, facial coverings should be worn to the maximum extent practical. Facial coverings reduce risk to our instructor force and students alike to ensure we can maintain the training mission of the 97th Air Mobility Wing. Thank you for taking COVID-19 risk mitigation serious, and thank you for representing yourselves and units with pride—and doing it safely!

2. This policy supersedes any previous 97 TRS/AMTC policy regarding the wear of facial coverings. Members who do not comply with this directive will be subject to administrative action under Article 92 of the Uniform Code of Military Justice. Any questions on this topic can be addressed to the 97th TRS Student Administration at COMM (580) 481-7446.

 Digitally signed by
TARNOWSKI.MATTHEW.E.127009
9552
Date: 2020.06.30 08:12:51 -05'00'
MATTHEW E. TARNOWSKI, Lt Col, USAF
Commander

cc:

97 OG/CC
97 OG/CCC
97 AMW/JA
54 ARS/CC
56 ARS/CC
58 AS/CC
97 OSS/CC



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

1 July 2020

MEMORANDUM FOR 97 TRS STUDENTS

FROM: 97 AMW/CC

SUBJECT: Student Lodging During Public Health Emergency

1. Due to the continued threat of Coronavirus Disease 2019 (COVID-19) and its potential to significantly impact mobility training, I am establishing the following policy with regard to student lodging during the installation's public health emergency (PHE). The option for military members to select off-base lodging/TLF at their discretion is temporarily on hold during Altus AFB's PHE.

2. Students Traveling Without Dependents: Students traveling without dependents will take the following steps to obtain lodging while attending training at Altus AFB:

a. Attempt to obtain **single-occupancy** on-base/government quarters as soon as they are made aware that they will be attending training at Altus AFB.

b. If single-occupancy on-base/government quarters are unavailable, students must obtain a non-availability letter from the Red River Inn (non-availability letters generated in DTS are hereby invalid). Students will then book **single-occupancy** accommodations off-base. Lodging accommodations in which students will share common areas (other than laundry facilities) including restrooms, living spaces, or kitchens with non-family members do not qualify as single-occupancy accommodations, even if the student has a private room in which to sleep.

c. If unable to comply with 2.a. or 2.b. above, contact 97 TRS, Student Administration at 580-481-7446 for a potential exception to policy (ETP).

3. Students Intending to Travel With Dependents: While under a PHE, visits by dependents or intent to have dependents accompany the student while in training is highly discouraged. The intent is to decrease exposure risks to students and other Altus AFB personnel and reduce demands on local health providers. Students traveling with dependents will take the following steps to obtain lodging while attending training at Altus AFB:

a. Attempt to obtain on-base government lodging quarters or a temporary living facility (TLF) as soon as they are made aware that they will be attending training at Altus AFB with accompanying dependents.

b. If on-base government lodging quarters or TLF is unavailable, students must obtain a non-availability letter from the Red River Inn (non-availability letters generated in DTS are hereby invalid). Students will then book accommodations off-base. Such accommodations may

not share common areas (other than laundry facilities) including restrooms, living spaces, or kitchens with non-family members, even if the student and his/her dependents have private room(s) in which to sleep.

c. If unable to comply with 3.a. or 3.b. above, contact 97 TRS, Student Administration at 580-481-7446 for a potential ETP.

4. ETPs may be granted no lower than 97 TRS/CC and may be withheld by 97 OG/CC.

5. This policy is effective immediately and will remain in effect until the PHE on Altus AFB is cancelled or expires. Violations of this order may be punished under Article 92 of the Uniform Code of Military Justice. Address any questions you have regarding this policy through the 97 TRS student supervisory chain.

A handwritten signature in black ink, appearing to read 'M. Leard', with a stylized, flowing script.

MATTHEW A. LEARD, Colonel, USAF
Commander, 97th Air Mobility Wing

97 TRS Slack ROEs

In the dynamic COVID-19 world, 97 TRS Student Administration is using Slack to set expectations, notify of new policy and answer any questions you may have.

*Please scan QR code to the right with your phone camera to enter for the TRS students Slack workspace

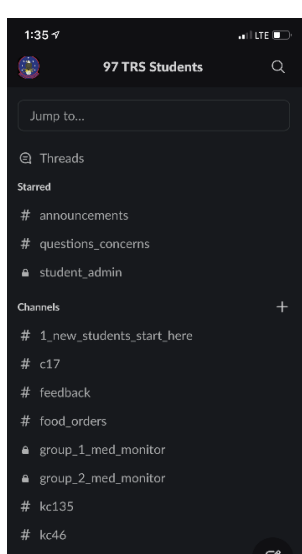


Note: Recommend using a personal email address to sign up so it's easier to verify your email address

When you set your profile up:

Set "Display Name" as: First and Last Name

Set "What I Do" as: Aircraft, crew position, course attending

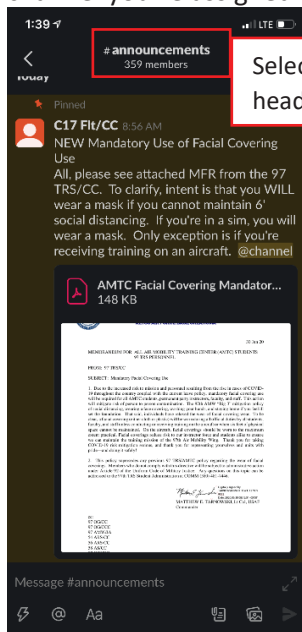


Rules of Engagement:
Reach out via direct message to your respective superintendent or flight commander with personal questions. If you have an URGENT matter, during duty day call (580) 481-7446, after duty hours (580) 649-1490

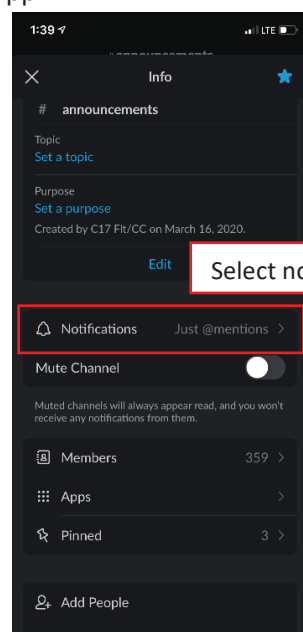
CHANNEL DESCRIPTIONS:
#announcements: We'll post new policy and anything we think you should know about
#questions_concerns: If you have a question that you think everyone can benefit from, post here
#1_new_students_start_here: Most up to date Welcome Packet/guidance will be here
#c17/#kc135/#kc46: You'll be added to your respective airframe channel for any airframe specific questions. Feel free to reach out to fellow aircrew members for help during your course
#group_1or2_med_monitor: **This is how you know what med monitor group you are.** Look in channel description for more info. We'll assign you on class start date. Once you're cleared from AMM, we'll remove you from this channel
#feedback: Another place for you to provide us feedback with how to make your time at Altus better

Notifications

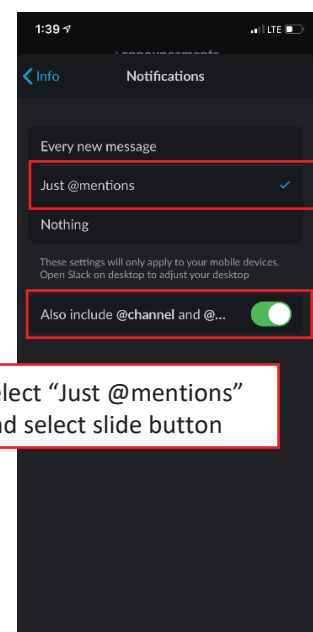
Recommend you set up notifications so you only notifies you when you are mentioned. You will have to do this for each channel you're assigned to. Via phone app:



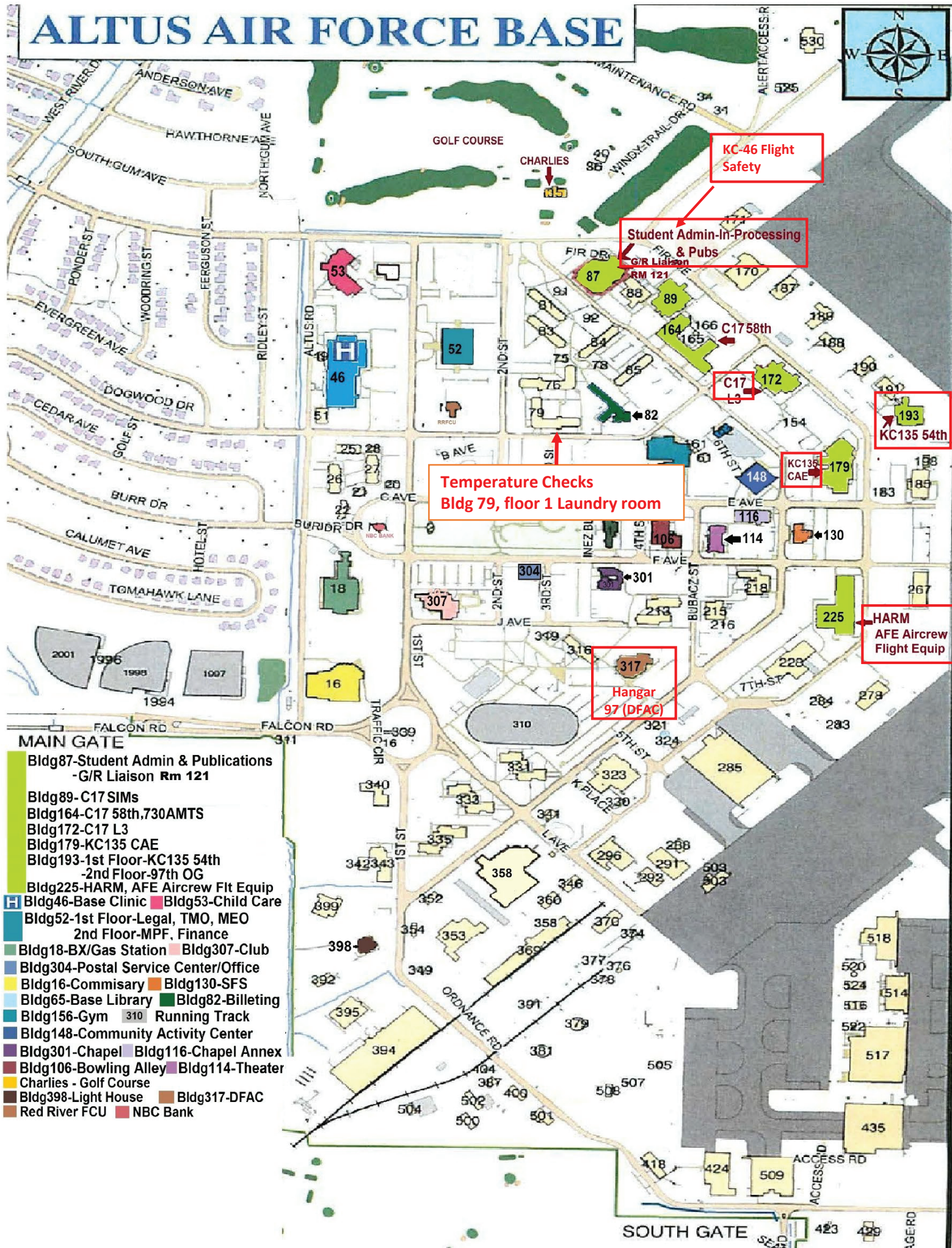
Select channel header at top



Select notifications



Select "Just @mentions" and select slide button



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

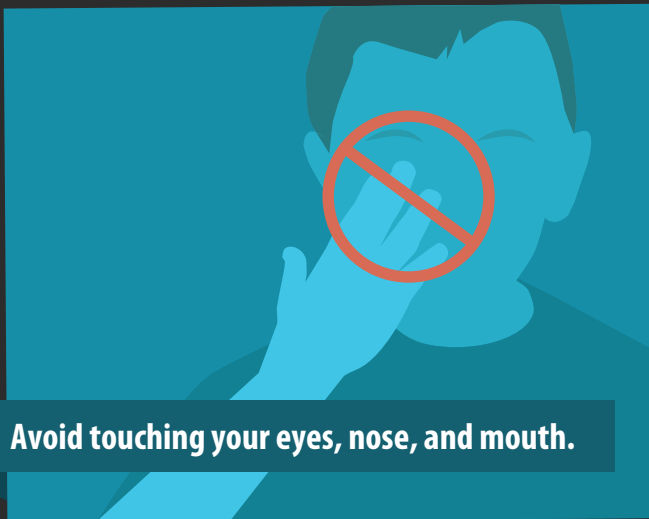
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/COVID19