

Eielson AFB – Command Directive

THIS IS A COVID-19 MESSAGE

COMMAND DIRECTIVE: 019.1

DATE/TIME: 1 AUG 2020/0700L

ORIGINATOR: SENIOR CAT

SUBJECT: COVID-19 Restriction of Movement (ROM)/Base Access/Leave & Travel Guidance/Restore Grooming

1. The intent of Command Directive **019.1** is to provide guidance for addressing who should be placed in Restriction of Movement (ROM) status, change in unit reporting requirements, and further definitions of the terms: Social Distancing, ROM or Quarantine, and Isolation. This command directive will also provide guidance on Lodging Payment for Quarantine and/or Isolation. Additionally, it will provide guidance on restrictions for base access to reduce the threat of COVID-19. Further, it will provide guidance for approving leave and TDY for Military and Civilians under the new color coded leave and TDY policy promulgated by higher headquarters. **Finally, it will rescind Command Directive 16, and restore normal Air Force grooming standards.**
2. **354 FW CC Guidance (ROM):**
 - a. 354 FW personnel (Military, Civilian, Contractor, Dependents, and/or Retirees) who meet one of the following criteria will be placed in ROM:
 - i. Traveled outside the state of Alaska within the last 14 days.
 - ii. Come in contact with someone who has tested positive for COVID-19.
 - iii. Anyone experiencing fever, cough, and/or shortness of breath.
 - b. Lodging Specific Information:
 - i. If a member is stationed at Eielson (did not PCS in), their Quarantine/Isolation will be covered under a BPA. Member will not have to pay a bill.
 - ii. If a member PCS'ed into Eielson and was put into the automatic 14-day quarantine, they will pay their lodging bill and it will be annotated on their PCS travel voucher with Finance.
 - iii. Many of the members PSC'ing in are coming from Technical Training and do not have funds or a GTC to cover the cost of lodging.
 - a. Lodging will provide them with a bill and they will have 60 days from check-in to settle their bill.
 1. If Airmen do not settle their bill within 60 days, payment will be deducted from their next paycheck.
 2. It is essential that Airmen without a GTC file their PCS travel voucher ASAP to ensure they can pay their debt. They can email Finance at 354cpts.fmf@us.af.mil to set up an appointment to process their travel voucher.
 3. Airmen without a GTC should get with their unit to immediately process a GTC application. In the meanwhile, they can use personal credit card, however, they are responsible for any additional payments/interest charges should they go past due

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- c. Change in Unit Reporting Requirements:
 - i. In order to simplify reporting and provide clear guidance, all Eielson AFB units will continue to use the Master COVID-19 Quarantine Tracker with the below specifications/instructions:
 - a. Units will enter members (Mil, Civ, Dep) information into the spreadsheet **ONLY** if they are currently in Quarantine/Restriction of Movement (ROM) or Isolation.
 - 1. Unit Commanders are strongly encouraged to contact their Contractor Officer Representative (COR) to populate the spreadsheet for contractor personnel.
 - 2. Units will utilize their respective tab in the spreadsheet to enter member information and **NOT** create additional tabs.
 - b. Required Sections:
 - 1. Name – Last, First
 - 2. Status – AD, CIV, Contractor, Dependent
 - 3. Rank – GS-XX, E-X, O-X (N/A for Dependents & Contractors)
 - 4. Reason for ROM – Leave, PCS, COVID Positive, COVID exposure, TDY, etc
 - 5. Date Entered ROM – DD/MMM/YYYY
 - 6. End ROM Date (Projected) – DD/MMM/YYYY (Projected date to depart ROM – typically 14 days)
 - 7. Tailored ROM details – Unit Commander approved ROM procedures. ROM for COVID positive will be full isolation IAW CDC guidelines. ROM for direct COVID exposure will normally be a full quarantine in residence or billeting. ROM for Leave/TDY/PCS may be tailored by the Unit Commander based on individual exposure risk and will cover a 14-day incubation window.
 - c. Reporting Requirements:
 - 1. Units will be required to update their spreadsheet **ONLY** when members need to be added/removed from the tracker. It will be sent by **COB each day to** 354fw.cpcommandpost@us.af.mil (Name the file “Insert Unit Name (ex -354 XX) - MASTER COVID-19 Quarantine Tracker”)
 - 2. Additions should be highlighted in **YELLOW** to differentiate from what was previously submitted.
 - 3. Personnel who are removed from ROM/Quarantine or Isolation will be highlighted in **RED**.
 - d. Food Specific Information:
 - i. Members on Quarantine or ROM may order off-base food and are authorized to use their POV to pick up the food at the Eielson Visitor Center under the following conditions:
 - a. No other travel beyond the Visitor Center is permitted.
 - b. Masks must be worn when re-entering the installation.

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- ii. Members on Quarantine or ROM may utilize the Eielson Commissary volunteer remote-shopping program under the following conditions:
 - a. Quarantined members may use their POV but will remain in vehicle and must minimize interaction with volunteer shoppers.
 - b. Remote rear hatch/trunk access should be used when possible. If not, the quarantined individual must wear a mask while groceries are being loaded.

e. Exercise Specific Information:

- i. Members on quarantine or ROM are allowed to exercise outdoors (walks, runs, general recreation, etc.) at will under the following conditions:
 - a. Members will remain socially distant from others at all times.
 - b. Members will avoid high traffic areas (Baker Field House, parks, playing fields, etc).
 - c. Members should consider isolated exercise options (hiking, biking, backpacking, etc.)

3. Eielson AFB Installation Commander Guidance (Base Access)

- a. Individuals (Military, Civilian, Contractor, Dependents, and/or Retirees) who meet the ROM criteria in 2a. above will not be allowed access to the installation until they have completed a 14-day ROM. Trusted Traveler is suspended until further notice. Visitor passes require unit commander approval. Personnel should not expect visitors to ROM in their on-base residence, exceptions are at unit commander discretion for unique circumstances (such as new parent support).
- b. Anyone experiencing fever, cough, and/or shortness of breath will not be allowed access to the installation until they have met the below criteria:
 - i. Self-isolation until at least 7 days since onset symptoms, three days without fever (without the use of medications), and an improvement of symptoms.
- c. Exceptions are as follows:
 - i. If the individual's place of residence for quarantine/isolation is on the installation (i.e. base housing/lodging).
 - ii. If the individual has come in contact with a positive COVID-19 patient, while wearing proper PPE, in performance of their official job duties and does not meet any additional criteria from paragraph b.
 - iii. If the individual requires treatment/appointment at Eielson's Medical Facilities.
 - iv. Airmen, DAF civilians, and Contractors may access the installation under Commander approved tailored ROM procedures.

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- d. Off-base delivery services (i.e. home furnishings, lock smiths, appliances, etc.) are permitted under the following conditions:
 - i. Delivery vehicles must be sponsored on base either in person or over the phone by calling the Eielson Visitor Center at 907-377-3807.
 - ii. All deliveries will be subject to proper vetting and inspection at the commercial search pit.
 - iii. For routine and frequent delivery agencies incident-by-incident sponsorship is not necessary.
 - iv. All delivery drivers will proceed directly to delivery location and then depart the installation. Stops before or after delivery and the use of base facilities is not permitted.

4. **354 FW CC Guidance (Leave & Travel)**

- a. The SecDef memo authorizes Commanders (no lower than unit commander or equivalent) to assess ALL requested leave and approve at their discretion. If any travel “to” or “through” a red state/ installation, the owning Commander has discretion to authorize or deny the request.
 - i. Commanders are required to review itineraries and must ensure Military and Civilians understand that leave may be cancelled if a state, country, and/or installation conditions change and subsequently present unacceptable risk. The Air Force will not be responsible for lost funding due to leave cancellation, therefore, travel insurance is recommended.
- b. For TDYs, if the location/installation “to” and “from” are both green, no ETP is required. If the “through” travel is red, the owning Commander must assess the situation and may approve/deny TDY request or route of travel at his/her discretion. TDY travel to states/installations that are red require ETP approval from the first general officer in the chain of command (11 AF/CC).
- c. Commanders shall make a determination on the 14-day ROM requirements for returning personnel. Commanders must consider exposure risk, mission requirements, schedules, itinerary, risk to mission/others, etc., when making the determination/plan.

5. **Rescind Command Directive 16 – Restore normal grooming standards**

Military members will resume normal grooming standards. Member should use precautions in place on base or by the State of Alaska to practice good hygiene.

6. To provide further information/resources to your Airmen and their families, 354 FW/PA has established a COVID-19 webpage: <https://www.eielson.af.mil/coronavirus/>
7. All members are encouraged to provide feedback/questions to the FW/CC on this or any previous Command Directive at: <https://www.surveymonkey.com/r/LVG5YV6>

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