



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 9TH RECONNAISSANCE WING (ACC)
BEALE AIR FORCE BASE CALIFORNIA**

10 June 2022

MEMORANDUM FOR BEALE AFB

FROM: 9 RW/CC

SUBJECT: Beale AFB COVID-19 Guidance for Travel, Events, and Health Protection Condition (HPCON) Measures

References: (a) Under Secretary of the Defense memo, *Consolidated Department of Defense Coronavirus Disease 2019 Forth Health Protection Guidance*, April 4, 2022
(b) Under Secretary of the Air Force memo, *COVID-19 Restrictions for DAF-Sponsored In person Events*, May 4, 2022
(c) Secretary of the Air Force memo, *DAF Guidance for Commanders' Risk Based Responses and Implementation of Health Protection Condition Framework during COVID-19 Pandemic*, May 19, 2021
(d) Headquarters United States Air Force addendum, *Additional Guidance On The Transition To Conditions-Based Phased Approach To Covid-19 Personnel Movement And Travel Restrictions*, June 30, 2020

1. This memorandum and its attachments consolidate the latest guidance on travel and events relating to the coronavirus pandemic. Applicable HHQ guidance and associated documents will be linked or posted at: <https://www.beale.af.mil/Home/COVID-19-UPDATES>.

2. As the pandemic evolves, force health protection measures are updated to reflect the new environment. A majority of restriction of movement (ROM) requirements have been eliminated for individuals who are fully vaccinated. Should ROM be required due to member's vaccination status or the location's requirements, the member and/or supervisor need to contact 9th Medical Group Public Health Office at 530-634-4945.

3. **Travel.** For foreign travel, members will review the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>) for themselves and the traveling party (to include dependents, if applicable). For travel within the United States, members will comply with State and local government travel recommendations. The COVID-19 Travel Restrictions Installation Status Update is available at: <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance/> (CAC not required), or https://mypers.af.mil/app/answers/detail/a_id/47788 (CAC required). Members are highly encouraged to review the latest updates prior to commencing travel.

4. **Events, Gatherings, and Meetings.** Attachments 1 and 2 show the escalating restrictions associated with events, gatherings, and meetings, as well as the guidelines to assist in planning such activities during elevated HPCON. Beale AFB commanders may authorize events and gatherings that adhere to the restrictions of current DoD and DAF guidance, as well as local HPCON status. Exception to policy (ETP) requests will be granted only to Beale AFB HPCON restrictions and only for exceptional circumstances. Exceptions to DoD and DAF policies must be approved by USECAF.

5. There is currently more restrictive Department of Defense guidance in effect regarding travel and meetings compared to those in reference (a) and reference (b). Both memos are posted on the Beale AFB COVID Updates website, linked above.

a. **DoD-sponsored gatherings/meetings are restricted to 50 participants where local HPCON is at level CHARLIE or higher, unless approved by USECAF.** Individuals who are not fully vaccinated, or who decline to provide information about their vaccination status, are restricted to mission-critical official travel, which must be approved by the USECAF (no restrictions for unofficial travel).

b. Mitigation plans should adhere to guidance stated reference (a) and reference (b).

(1) Non-vaccinated attendees must provide proof of a negative COVID-19 test, taken within 72 hrs of the event check-in. If using a self-test or at-home over-the-counter (OTC) test, they must be approved or authorized by the Food and Drug Administration (FDA). A list of FDA authorized at-home OTC COVID-19 tests can be found at: <https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests>.

(2) If a service member, DoD Civilian, or contractor is required to attend an event as part of their official duties AND they require COVID-19 testing as determined above, their unit must either provide or reimburse them for the test.

(3) Non-vaccinated attendees will provide their proof of negative test by submitting a completed “Attestation of Negative COVID-19 Test Result” memo to the event organizer (Attachment 3). Once completed, the memo is CUI and needs to be maintained IAW the Privacy Act.

6. All ETPs must use the attached template and be routed from commanders to 9rw.cce@us.af.mil. Consult the 9 MDG Public Health Office to receive additional mitigation recommendations, if needed at 530-634-4945.

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GEOFFREY I. CHURCH, Colonel, USAF
Commander

4 Attachments:

1. Beale AFB HPCON Measures
2. Meetings and Gathering Guidelines (with Facility Occupancy)
3. Attestation of Negative COVID-19 Test Result (blank template)
4. Close Contact Protocol ETP (template)

ATTACHMENT 1

This document is to identify Beale specific restrictions/clarifications not identified in DoD or DAF policy.

BEALE AFB HPCON MEASURES	
HPCON A	<ul style="list-style-type: none"> - Workplace Occupancy^{(a)(c)}: < 100% of normal occupancy - Gatherings^{(a)(b)}: No participant limitation, must be fully vaccinated or show proof of negative test within 72 hours of event, no established restrictions on room capacity - Official Visitors^(a): No restrictions - Official/Unofficial Travel^{(a)(d)} - Unrestricted, local leave approved per AFI 36-3003, outside local area leave is approved no lower than unit commander
HPCON B	<ul style="list-style-type: none"> - Workplace Occupancy^{(a)(c)}: < 80% of normal occupancy (permit liberal telework where possible) - Gatherings^{(a)(b)}: Participant limitation at wing commander's discretion and posted on Beale HPCON quick reference guide, must be fully vaccinated or show proof of negative test within 72 hours of event, no established restrictions on room capacity but 6 ft of physical distancing should be maintained - Official Visitors^(a): Visitors must be fully vaccinated or show proof of negative COVID-19 test administered within 72 hours of gaining installation access - Official/Unofficial Travel^{(a)(d)} – Unrestricted, local leave approved per 36-3003, outside local area leave is approved no lower than unit commander
HPCON C	<ul style="list-style-type: none"> - Workplace Occupancy^{(a)(c)}: < 50% of normal occupancy (maximize telework to the greatest extent) - Gatherings^{(a)(b)}: < 50 participants, must be fully vaccinated or show proof of negative test within 72 hours of event, 50% of room capacity for social gatherings - Official Visitors^(a): Visitors must be fully vaccinated or show proof of negative COVID-19 test administered within 72 hours before gaining installation access - Official Travel^(a) – Restricted for individuals not fully vaccinated or who decline to provide information of vaccination status. <ol style="list-style-type: none"> 1. Pre- and post-travel ROM is not required for individuals who have fully recovered from a laboratory-confirmed diagnosis of COVID-19 within the previous 90 days prior to travel, or for individuals who are fully vaccinated. - Unofficial Travel^{(a)(d)} - Restricted <ol style="list-style-type: none"> 1. Local leave approved per 36-3003, outside local area leave is approved no lower than unit commander 2. Pre- and post-travel ROM is not required for individuals who have fully recovered from a laboratory-confirmed diagnosis of COVID-19 within the previous 90 days prior to travel, or for individuals who are fully vaccinated.
HPCON D	<ul style="list-style-type: none"> - Workplace Occupancy^{(a)(c)}: < 25% of normal occupancy, or the minimum required on-site for essential ops - Gatherings^{(a)(b)}: Not recommended unless mission critical, closure of non-essential services, restriction of social gatherings to greatest extent possible - Official Visitors^(a): Not authorized unless mission critical - Mission Essential Travel Only^(a) <ol style="list-style-type: none"> 1. Local leave approved per 36-3003, outside local area leave is approved no lower than unit commander
COVID-19 Travel Restrictions status of DoD Locations (updated periodically):	
https://mypers.af.mil/app/answers/detail/a_id/47788	
Some work centers may be exempt from workplace occupancy limitations per reference (c).	
For ROM requirements/exemption, contact 9 MDG/Public Health at 530-634-4945.	

*superscripts are to identify source documents stated in above memo

ATTACHMENT 2

Meeting and Gathering Guidelines (with Facility Occupancy)

Enforcement of Gathering Restrictions

1. Organizers will implement an event registration or method for attendees to sign-up to attend. Reservations ensure gathering limitations do not exceed prescribed limit. Individuals are not permitted to participate without a reservation.
2. Maintain participation logs for 7 days after the event to aid case investigations conducted by the 9 MDG Public Health Office if an individual tests positive for COVID-19 after the event. Offer online/virtual attendance options (i.e., Zoom, Microsoft Teams).
3. Display a set of clearly visible rules that outline conditions of entry into the event or gathering.
4. Announce all restrictions at the beginning of the event and exit procedures upon completion.
5. Stagger arrival times when feasible to limit the number of attendees entering the venue at the same time.
6. Avoid scheduled restroom breaks. If required, provide flexible (i.e., staggered, rotating) break times to prevent individuals from congregating.

Use of Face Coverings - based on HPCON restrictions and CDC COVID Community Levels, per Under Secretary of Defense memo, 4 April 2022, "*Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance.*"

Physical Distancing Guidelines

1. Rearrange seating areas, tables, chairs, benches, etc., and/or remove seats to allow for a minimum of three feet of physical distance between individuals.
2. Block off rows or sections of seating in order to space people at least 6 feet apart
3. Limit the number of individuals at a single table to a household unit or those who already work together within a unit or section.
4. Do not allow lines or crowds to form near high utilized spaces (i.e., restrooms, entrances, exits) without maintaining a distance of 6 feet from others. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.

Individual Control Measures and Screenings

Attendees or volunteers should not attend or participate if any of the following apply:

- Individuals who are ill with COVID-19 symptoms.
- Individuals who are pending the results of a COVID-19 test.
- Individuals who have tested positive for COVID-19 within the preceding 10 days.
- Individuals who have been directed to quarantine due to being identified as a close contact to an individual confirmed to have COVID-19.

Cleaning and Disinfection

1. Provide hand sanitizer if soap and water are not readily available for handwashing.
2. Clean common touch surfaces at the venue before and after the event.
3. Supplies will be available for routine cleaning and disinfection of frequently touched surfaces in between use as applicable to the event.

Food and Drink

While there is no evidence that COVID-19 spreads by food, individuals congregating around food service areas or while dining pose a risk.

- Use of disposable food service items including utensils and dishes is recommended in HPCON Charlie and higher.
- Opt to have designated individuals serve food versus self-serve options.
- Hand sanitizer should be available prior to perform hand hygiene where food service occurs.
- Fundraiser requests involving food must follow normal protocols outlined by 9 FSS.
- All food events are subject to inspection IAW AFI 48-116, Food Safety Program.

Facility Standard Max Occupancy

This chart only identifies max occupancy. Organizers are required to review the Beale HPCON quick reference guide on Beale webpage to identify current room occupancy limitations for meetings & events.

Community Center	Max Occupancy
Ballroom	260
California Café	33
Game Room	125
Theater Room	14
Instructional Room	38
Music Room	9
Rece Point Club	Max Occupancy
Ballrooms 1-2-3	59 each room 177 total
Ballrooms w/ Annex	85 each room 255 total
Enlisted Lounge	74
Officers Lounge	74
Dandelion Room	45
Chiefs Room	35
Pub	100
Independence Hall	Max Occupancy
Auditorium	360
Lobby Area	50
Bowling Center	Max Occupancy
Lanes & Social Area	250
Hangar / Dock	Considered outdoors. Refer to HPCON Quick Reference for limitations.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 9TH RECONNAISSANCE WING (ACC)
BEALE AIR FORCE BASE CALIFORNIA**

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MEMORANDUM FOR EVENT ORGANIZERS

FROM: [REDACTED]

SUBJECT: (U) Attestation of Negative COVID-19 Test Result

1. (U) I understand that my participation in this Air Force sponsored event requires proof of a negative COVID-19 test, completed no more than 72 hours before event check in. I understand the test must be FDA-approved, and that a list of FDA-approved tests is available at: <https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests#list>
2. (U) To allow event organizers to determine my eligibility to participate in this event, I attest that the following is true:
 - a. (U) I completed a COVID-19 self-test with a negative result;
 - b. (U) The test specimen was obtained from me;
 - c. (U) The test specimen was collected on [REDACTED] (date) at [REDACTED] (time);
 - d. (U) This self-test was conducted with an FDA-approved test and processed according to the instructions provided with that test.
3. (U) I certify that the information I have provided on this form and the proof of testing I have submitted is true and correct. I understand that Air Force event organizers and public health officials will rely on this information in allowing my participation in this event. I further understand that a knowing and willful false statement may be punished by fine or imprisonment (18 U.S.C. 1001), administrative action, or result in my ineligibility to participate in future DoD-sponsored events.

Event Participant

CUI



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DD MMM YY

MEMORANDUM FOR 9 RW/CC

FROM: UNIT/CC

SUBJECT: Close Contact Protocol Exception to Policy for [Captain Bruce Wayne]

1. I request an exception to policy (ETP) for [Capt Bruce Wayne] to continue in-person/on-site mission-essential duties after being identified as a close contact of a COVID-19 positive individual instead of a 5-day quarantine.
2. [Capt Wayne's vaccination status (vaccine current, non-vaccine current, or not vaccinated), mission impact for pursuing ETP]
3. If granted, [Capt Wayne and this Unit] will conduct the following actions, as required in the Under Secretary of Defense's memorandum, "Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance", section 5.4 (for Service Members) or section 5.5 (for personnel other than Service Members):
 - a. Obtain a COVID-19 test on [25 May 2022; 5 calendar days from initial exposure];
 - b. Conduct a daily temperature pre-screening;
 - c. Wear a mask in the workplace for 10 calendar days after exposure, even if mask wearing is not otherwise required by DoD Guidance;
 - 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; [and]
 - g. Clean and disinfect their workspace daily; [if unit has additional mitigation actions, add below]
4. I confirmed that the individual is asymptomatic, however, if they develop any symptoms consistent with COVID-19, they will not come into the workplace.

FIRST M. LAST, Rank, USAF
Commander, UNIT

CUI

1st Ind to UNIT/CC, [DATE], Close Contact Protocol Exception to Policy for [Captain Bruce Wayne]

9 RW/CC

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MEMORANDUM FOR UNIT/CC

Approve / Disapprove.

GEOFFREY I. CHURCH, Colonel, USAF
Commander