



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

18 March 2021

MEMORANDUM FOR BEALE AFB

FROM: 9 RW/CC

SUBJECT: Beale AFB Guidance for Events and Gatherings during COVID-19

1. This memorandum's attachments outline guidance applicable to all events and gatherings held on Beale AFB during the COVID-19 pandemic.
2. Beale AFB Commanders and Directorates may authorize events and gatherings that adhere to the restrictions of the attached guidance, exception to policy (ETP) requests will only be granted for exceptional circumstances.
3. Consult the 9 MDG Public Health Office to receive additional mitigation recommendations if requesting an event that requires an ETP. All ETPs must use the attached template and be routed from Commanders or Directorates to 9RW.CCE@us.af.mil.

HEATHER A. FOX, Colonel, USAF
Commander

2 Attachments:

1. Beale AFB Guidance for Events and Gatherings during COVID-19
2. Beale AFB Event ETP Template

Beale AFB Guidance for Events and Gatherings during COVID-19

Max Attendees Restrictions*

- HPCON 0/A: No restrictions
- HPCON B: 25% room capacity indoors / 100 outdoors / 100 Max
- HPCON C: 10 indoor / 25 outdoors / 25 Max
- HPCON D: Not recommended unless mission critical

***See table below for thresholds of common use facilities and rooms**

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, as well as allow for time to clean and disinfect areas, as needed. Individuals are not permitted to participate without a reservation.
2. Maintain participation logs for 14 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 to limit the number of attendees entering the venue at the same time.
6. Do not schedule bathroom breaks. If required, provide flexible (i.e., staggered, rotating) break times to prevent individuals from congregating.

Required Use of Face Coverings

All individuals will wear face coverings during any event or gathering that occurs indoors. Face coverings are not required when outdoors when proper physical distancing (>6 feet) is able to be maintained or if performing cardio exercise (>12 feet). Individuals will don a face covering in the event physical distancing is not possible. All attendees are required to wear a face covering upon entering and exiting the event, and are not be permitted to participate without one.

Physical Distancing Guidelines

1. Rearrange seating areas, tables, chairs, benches, etc., and/or remove seats to allow for a minimum of six 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

1. Conduct temperature screen and/or symptom checks of attendees (must be <99°).
2. Attendees or volunteers should not attend or participate if any of the following apply:
 - Individuals who are ill
 - 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 are on a 14-day quarantine due to being identified as a close contact to an individual confirmed to have COVID-19
 - Individuals who have traveled from or through a Centers for Disease Control and Prevention Level 4, 3, or 2 country within the preceding 14 days

Beale AFB Guidance for Events and Gatherings during COVID-19 (Cont.)

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

HPCON B or lesser HPCON permits the serving of food and drinks. While there is no evidence that COVID-19 spreads by food, individuals congregating around food service areas or while dining pose a risk.

- Use disposable food service items including utensils and dishes.
- Opt to have 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 9th Force Support Squadron.
- All food events are subject to inspection IAW AFI 48-116, *Food Safety Program*.

Facility-Specific Occupancy Thresholds under HPCON**

Community Center	HPCON 0	HPCON A	HPCON B	HPCON C
Ballroom	260	260	65	25
California CAFE	33	33	10	10
Game Room	125	125	31	10
Theater Room	14	14	10	10
Instructional Room	38	38	10	10
Music Room	9	9	9	9
Recce Point Club	HPCON 0	HPCON A	HPCON B	HPCON C
Ballrooms 1-2-3	59 each, 177 total	59 each, 177 total	15 each, 44 total	15 each, 30 total
Ballrooms w/Annex	85 each, 255 total	85 each, 255 total	21 each, 64 total	10 each, 30 total
Enlisted Lounge	74	74	19	10
Officers Lounge	74	74	19	10
Dandelion Room	45	45	11	10
Chiefs Room	35	35	10	10
Pub	100	100	25	10
Independence Hall	HPCON 0	HPCON A	HPCON B	HPCON C
Auditorium	360	360	80	25
Lobby Area	50	50	13	10
Bowling Center	HPCON 0	HPCON A	HPCON B	HPCON C
AD, DoD Civ, and Fam Members only unless in HPCON Normal	No max	No max	30 max	20 max
		Every Other Lane Only	5 per lane, every other lane	only household members can share a lane
Hangar / Dock	The Hanger/Docks will be considered “outdoor” events			

**Deviations from the above guidance require an approved ETP.

Beale AFB Event ETP Template

Use the below Official Function ETP Template in order to request approval from 9 RW/CC for events in our COVID environment:

BLUF: What are you requesting? e.g Request approval for ETP on Friday (12 Feb) from 1500-1600 at Independence Hall (base movie theater) for Commander's Call.

WHAT: Event

WHERE: Location, where will this event take place?

WHO: Name of Unit/Committee/Council

- Number of Guests: (Detailed breakdown, seating/separation/family vs. individuals, etc)

WHEN: Date and Time

WHY:

- Risk vs. Value Assessment: Use this section for a detailed explanation as to why the event needs to take place under current Health Conditions.

Risk: What is the risk of having this event, where are the crunch or touch points? Things that need to have mitigation efforts.

Mitigation: What are you doing to mitigate infection/spread?

Background: Any additional information

Please email all ETPs to 9RW.CCE@us.af.mil. Beale COVID Guidance can also be found by visiting: <https://www.beale.af.mil/Home/COVID-19-UPDATES/>