



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

05 November 2021

MEMORANDUM FOR BEALE AFB

FROM: 9 RW/CC

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

1. This memorandum and its attachments consolidate the latest guidance on travel, events, gatherings, and meetings relating to the coronavirus pandemic. All associated documents can be found at: <http://www.beale.af.mil/Home/COVID-19-UPDATES>.
2. As vaccination rates are increasing, restrictions associated with travel and meetings are updated to reflect the new environment. A majority of restriction of movement (ROM) requirements are eliminated. Only higher tier HPCON directs ROM; in those situations, the member and/or supervisor needs to contact 9th Medical Group Public Health Office at 530-634-4945 to discuss the need to ROM, based on the member's vaccination status and the location's prevailing coronavirus situation.
3. **Travel.** For official and unofficial travel, members and their immediate supervisors (or higher) need to conduct a travel risk assessment. 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 restrictions. 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 access required). Members are highly encouraged to review the latest update 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 activity during elevated HPCON. Beale AFB Directors and Commanders may authorize events and gatherings that adhere to the restrictions of current HPCON status. Exception to policy (ETP) requests will only be granted for exceptional circumstances, see attachment 3 for format and information required.
5. There is currently more restrictive Department of Defense guidance in effect regarding travel and meetings than previous HPCON restrictions. The Deputy Secretary of Defense Memorandum, 24 September 2021, Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings, restricts all DoD-sponsored gatherings/meetings to 50 participants, unless approved by SECAF. ETP request will be routed as the process mentioned above. Individuals who are not fully

vaccinated, or who decline to provide information about their vaccination status are restricted to mission-critical official travel (no restrictions for unofficial travel).

6. All ETPs must use the attached template and be routed from Directors or 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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HEATHER A. FOX, Colonel, USAF
Commander

3 Attachments:

1. Beale AFB HPCON Restrictions
2. Meetings and Gathering Guidelines (with facility occupancy)
3. Beale AFB Event ETP Template

ATTACHMENT 1

BEALE AFB HPCON RESTRICTION	
HPCON A	<ul style="list-style-type: none"> - Gatherings: 50 max indoors / 50 max outdoors* - Official Visitors: Travel from RED Locations require Beale Host's first O-6 approval - Mask Wear: Not required for fully vaccinated individuals.
HPCON B	<ul style="list-style-type: none"> - Gatherings: 50% of room capacity or 50 max indoors / 50 max outdoors* - Mask Wear: <ol style="list-style-type: none"> 1. Indoors - Required, regardless of vaccination status 2. Outdoors - Required for not fully vaccinated members, when within 6 ft of others - Official/Unofficial Travel - Unrestricted, leave is approved at the unit level.
HPCON C	<ul style="list-style-type: none"> - Gatherings: 25% of room capacity or 10 max indoors / 25 max outdoors - Official Visitors: All visitors require 9 RW/CC approval - Official Travel - Restricted <ol style="list-style-type: none"> 1. 9 RW/CC approval prior to departing Beale, (for PCS, from losing base to Beale) 2. Unless exempt, ROM is required upon arrival to Beale AFB local area - Unofficial Travel - Restricted <ol style="list-style-type: none"> 1. Unit commander approval prior to departure. 2. Unless exempt, ROM is required upon return to Beale AFB local area
HPCON D	<ul style="list-style-type: none"> - Gatherings: Not recommended unless mission critical - Official Visitors: Not authorized unless mission critical - Mission Essential Travel Only
COVID-19 Travel Restrictions status of DoD Locations (updated periodically): https://mypers.af.mil/app/answers/detail/a_id/47788	
* Deputy Secretary of Defense Memorandum, 24 September 2021, Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings, restricts all DoD-sponsored gatherings/meetings to 50 participants, unless approved by SECAF.	
For ROM requirements/exemption, contact 9 MDG/Public Health at 530-634-4945.	

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, 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.

Use of Face Coverings - based on HPCON.

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

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 CDC Level 4, 3, or 2 country within the preceding 14 days

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 9 FSS.
- All food events are subject to inspection IAW AFI 48-116, Food Safety Program.

Facility Occupancy

Community Center	HPCON 0 / A	HPCON B	HPCON C
Ballroom	(50*)260	(50*)100	10
California Café	33	16	8
Game Room	(50*)125	(50*)62	10
Theater Room	14	7	3
Instructional Room	38	19	9
Music Room	9	4	2
Recce Point Club	HPCON 0 / A	HPCON B	HPCON C
Ballrooms 1-2-3	(50*)59 each, 177 total	29 each, 88 total	10 each
Ballrooms w/ Annex	(50*)85 each, 255 total	42 each, 100 total	10 each
Enlisted Lounge	(50*)74	37	10
Officers Lounge	(50*)74	37	10
Dandelion Room	45	22	10
Chiefs Room	35	17	8
Pub	(50*)100	50	10
Independence Hall	HPCON 0 / A	HPCON B	HPCON C
Auditorium	(50*)360	(50*)100	10
Lobby Area	50	25	10
Bowling Center	HPCON 0 / A	HPCON B	HPCON C
AD, DoD Civ, and Fam Members only, unless in HPCON 0	No Max (HPCON A: every other lane only)	30	20
		5 per lane, every other lane	Only household members can share a lane
Hangar / Dock	The Hangar/Docks will be considered “outdoor” events		

ATTACHMENT 3

Beale AFB Event ETP Template

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

WHO: Name of Unit/Committee/Council

- # 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