



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY

06 March 2020

MEMORANDUM FOR ALL USAFA PERSONNEL

FROM: HQ USAFA/CC

SUBJECT: Coronavirus Disease 2019 (COVID-19) Program Guidance

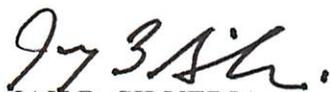
1. On March 3, President Trump announced the formation of the White House Coronavirus (COVID-19) Task Force to monitor, contain, and mitigate the spread of the virus, while ensuring that the American people have the most accurate and up-to-date health and travel information. I have tasked our 10th Air Base Wing to lead an effort to similarly plan to mitigate impacts to our mission, should COVID-19 have a presence in Colorado. While USAFA remains a low-risk area, we will continue to assess the situation closely and remain prepared for any contingency.
2. This is a dynamic situation that is changing daily, and I asked the team to assess the risks that COVID-19 might have upon our cadets graduating and commissioning into the Air and Space Forces, and to provide me recommendations to mitigate those risks. Per those discussions, as of 6 March 2020, I am putting the following travel restrictions in place:
 - a) Cadet, cadet candidates and permanent party official travel (i.e., TDYs) outside of the United States is prohibited for the month of March. The USAFA COVID-19 Working Group will continue to meet to review whether this guidance will change.
 - b) Cadet, cadet candidates and military permanent party's personal/leisure travel to countries with a CDC Level 2 or higher rating is prohibited for the month of March. USAFA will provide an official letter pertaining to this restriction for use by members. The USAFA COVID-19 Working Group will continue to meet to review whether this guidance will change.
3. Civilian personnel leisure and family member leisure travel to countries with a CDC Level 2 or higher rating is highly discouraged. Anyone traveling outside the United States may be restricted from accessing USAFA upon their return if conditions warrant. Travel restrictions will be re-evaluated by COVID-19 working group on a routine basis and updates will be sent out accordingly. There is a possibility that any international travel could be disrupted so please plan for possible extenuating circumstances. Out of concern for your safety and the safety of your family, the cadets, cadet candidates and those you work with, I ask that civilian Airmen please carefully consider your travel plans.
4. The Academy strongly encourages ALL cadets, cadet candidates and permanent party to carefully plan any official or leisure domestic travel, monitor www.CDC.gov and consider the associated risks. We understand that modifying or cancelling travel may cause a financial hardship. While many companies are offering refunds based on current travel disruptions, others may not be willing to provide refunds or travel credit. By request, USAFA can provide an

official letter explaining the travel restriction. There is no mechanism for USAFA to refund travel expenses incurred for canceling or postponing leisure travel.

5. I am also asking eligible civilian team members to give strong consideration to being on a temporary telecommute agreement, in case working from home becomes necessary. Q&A's regarding human resources flexibilities available to Federal employees is posted on the USAFA Coronavirus Guidance website and will be updated as more information becomes available. Again, while we hope it is unnecessary to execute these actions, we are planning for the worst case scenario to ensure we are fully prepared.

6. The most important step all of us can take today is to stay informed, get your flu shot, wash your hands frequently with soap and water (for a minimum of 20 seconds), use proper cough/sneeze etiquette, avoid contact with anyone who has flu-like symptoms, and clean and disinfect areas where you work and live. If you do become ill, please inform your chain of command and stay home or in your dorm room.

7. In the coming days, everyone should be prepared for rapidly changing travel restrictions. Anyone traveling outside the United States should evaluate their travel plans and understand the complications and delays associated with your destination. We are monitoring the situation daily, and will continue to update information on the webpage: <https://www.usafa.edu/news/coronavirus>. Please stay in touch with your chain of command more information about this developing situation.



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Superintendent