



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 10TH AIR BASE WING
USAF ACADEMY COLORADO**

12 June 2020

MEMORANDUM FOR ALL USAFA PERSONNEL

FROM: 10 ABW/CC

SUBJECT: USAFA COVID-19 Guidance and Directives, Return to HPCON Bravo

1. As the COVID-19 pandemic evolves we continue to adapt installation policies and preventive actions. The crisis is showing signs of stabilizing and our posture must adapt to most appropriately balance protecting base personnel while ensuring continued mission effectiveness.
2. Effective 15 June 2020, the USAF Academy will transition to HPCON B in addition to the Phase II-b Reopening measures implemented on 10 June 2020. This transition allows for more people to physically return to their work centers and for expanded base services and activities while continuing critical containment measures to prevent the spread of COVID-19.
3. To continue combating the potential spread of COVID-19 in HPCON B, we are implementing the following guidelines and procedures for USAFA and all tenant organizations:
4. Base Access and Entry Procedures:
 - a) While telework continues to be encouraged to the maximum extent possible, Mission Element leadership, commanders, and supervisors have the authority to coordinate return to work schedules for their non-vulnerable workforce using the 6 May 2020 *USAFA Reopening Guide During COVID-19 Pandemic* and CDC physical distancing guidelines. Where CDC physical distancing guidelines cannot be accommodated for the workforce's return, the maximum use of rotating shifts, zoning, and/or telework should be utilized once a workspace reaches maximum capacity.
 - b) High-risk personnel may be reintegrated into the workplace in a very limited posture only when strict physical distancing and mask utilization is feasible and the individual feels comfortable physically returning to work.
 - c) All personnel should self-assess their health before leaving home. If not feeling well, employees should remain at home and not enter the workplace or any facility on USAFA.
 - d) Base access for sponsored visitors is permitted. All sponsored visitors are required to process through the USAFA Pass and Registration Center located at the South Gate. All sponsored visitors will adhere to guidance and directives contained in this memorandum.

e) Security Forces personnel will continue to utilize personnel protective equipment and not physically handle identification cards for personnel accessing the base.

f) Refer to USAFA Guidance on Restriction of Movement for Inbound Personnel memorandum signed on 9 June 2020 for information on the mandated 14-day Restriction of Movement for incoming personnel (PCS or TDY) from out of state or OCONUS locations.

5. Physical Distancing Policies:

a) Consistent with national guidance, all personnel should continue to practice physical distancing on and off duty.

b) All personnel should continue to use extra caution to avoid close-contact environments. All personnel should proactively self-identify to their leadership if experiencing any symptoms of COVID-19 or other illness.

c) Physical distancing practices should be followed when holding required meetings to include mask wear and hygiene protocols if unable to maintain six feet of physical distance.

d) VTCs and teleconferences should be utilized to the maximum extent possible.

e) Gatherings of 50 people or less are authorized when physical distancing can be maintained.

f) Hand-shaking and other forms of physical contact should continue to be avoided.

7. Cleaning Procedures:

a) Hand sanitizer should continue to be utilized to the maximum extent possible.

b) Thorough, periodic cleanings should continue to be accomplished using a cleaning spray or wipe. At a minimum, the following areas will be cleaned routinely:

(1) Surfaces, work areas, computers, and common areas in office spaces.

(2) Bathrooms will continue to be checked and restocked to ensure availability of soap and other hygiene supplies.

8. Wear of Cloth Face Coverings on USAFA:

a) Individuals will wear a cloth face covering while on USAFA that covers the nose and mouth when six feet of physical distance cannot be consistently maintained.

(1) Exempted from this directive are persons in their personal residence and persons in their personal vehicles (alone or with family members).

(2) If the covering poses a safety hazard in the performance of duties, individuals are allowed to remove the cover for the completion of that duty.

b) When entering USAFA, all personnel will be required to lower their window, present identification for scanning, and lower face coverings to verify identification. Personnel who fail to comply with these procedures will not be allowed access to the base.

9. Morale, Welfare and Recreation facilities and services continue to be evaluated for reopening or expansion of opening hours. For a list of current openings, please refer to the 10th Force Support Squadron website, www.usafasupport.com.

10. In the absence of specific direction outlined above, Mission Element leadership, commanders and supervisors should implement actions that balance risk to physical and mental health and risk to operations and mission sustainment. Through a balanced, measured approach we will continue to defeat this enemy and preserve the long term health of our team and operations. We will continue to monitor and assess the situation and adjust directives and guidance as necessary.

BRIAN S. HARTLESS, Colonel, USAF
Commander