



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

11 September 2020

MEMORANDUM FOR ALL HOLM CENTER PERSONNEL AT MAXWELL AFB

FROM: HOLM CENTER/CC

SUBJECT: COVID-19 Policies

**1. Our officer accessions mission has been deemed Mission Essential by DoD. Recently we have seen an increase in COVID cases and exposures within the Holm Center. Therefore, to protect the training environment at Maxwell AFB, AL, I am imposing the following policies. A failure to comply may result in administrative action, punitive action under the Uniform Code of Military Justice (UCMJ), and/or services being denied.**

a. **Limit Gatherings:** No public or private meetings or gatherings of more than 10 people are permitted unless required for mission or essential activities. Essential activities include, but are not limited to obtaining food, medical care, medications, and attending religious services. The physical distancing and face covering rules apply to all permitted gatherings.

b. **Physical Distancing:** All members are to maintain a minimum of six feet distance from anyone who is not a member of their household. If six-foot distancing cannot be maintained, the member must wear a mask.

c. **Face coverings:** Anyone entering a building used for course instruction will wear a mask. This includes building 803, the OTS Campus, and any other space on Maxwell AFB being used for course instruction. Masks must be worn in all other buildings when six feet of physical distancing cannot be accomplished. Additionally masks will be worn when riding in vehicles with individuals outside of one's immediate family.

d. **Telework:** Supervisors are encouraged to continue to allow telework where feasible to limit the number of personnel in the work section.

e. **Leave:** For purposes of this policy, the local area is defined as a 3-hour driving radius of Maxwell AFB. Approval for leave outside the local area remains with the unit commander. The member, along with the commander or supervisor will conduct a risk assessment, to include a review of State and local restrictions/conditions and a health assessment of the member. The post-travel ROM decision also remain with the unit commander.

f. **Requirements if ill:** If you fell ill in any way, regardless of how minor, you will immediately notify your supervisor and will stay home. You may quickly come to your work section to obtain necessary materials for telework, but will wear a face covering and sanitize anything you touch. Contact your health care provider for further instructions and guidance. Do not return to your work center until cleared by a medical provider or public health official.

g. **Requirements if Potentially Exposed to COVID-19:** If you believe you have been exposed to COVID-19 (or a member of your family has been exposed), you will immediately notify your supervisor and will stay home. You may quickly come to your work section to obtain necessary materials for telework, but will wear a face covering and sanitize anything you touch. Contact your health care provider for further instructions and guidance. Do not return to your work center until cleared by a medical provider or public health official.

2. Please contact Maj Michael Olson at DSN: 493-7087 or mail [michael.olson.27@us.af.mil](mailto:michael.olson.27@us.af.mil) with any questions regarding this policy.

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