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.

   c. Face coverings: Anyone entering a building used for course instruction will wear a mask. This includes building 803, the OTS Campus, the ROTC Field Training Facilities, 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. Facilities: All facility managers should limit the points of entry and place hand sanitizing stations at all entrances. Consider random checks for compliance with sanitization and face covering policies.

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

   f. Local Area: For purposes of this policy, the local area is defined as a 3 hour driving radius of Maxwell AFB. Any member planning to travel outside the local area on leave or pass days will review the AETC COVID-19 Travel Risk Assessment Tool (T-RAT), complete the AETC Early Indicators Daily (AEID) document and submit the AEID document to their Squadron Commander or the first O-6/GS-15 in the chain of command. Upon return, complete the Post-Screening section of the AEID and discuss any concerns with their supervisor. The documents may be found on the COVID-19 page on WINGS in the Travel Guidance section. Note: The T-RAT and AEID are updated weekly.
g. **Prohibited Locations/Activities**: Members shall not frequent the following without approval from their Squadron Commander or the first O-6/GS-15 in the chain.

1) Restaurants, bars, and nightclubs (take-out orders are authorized);

2) Off-base recreational and religious activities that do not comply with Alabama Department of Health Guidelines for occupancy limits, face coverings and physical distancing.

h. **Requirements if Ill**: If you feel 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.

i. **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 A. Bradford at DSN: 493-7087 or mail michael.bradford.4@us.af.mil with any questions regarding this policy.

LESLIE A. MAHER  
Brigadier General, USAF  
Commander
Commanders will utilize this Pre-Travel Assessment to conduct a **pre-travel briefing** to determine if travel for **PCS, TDY, Leave**, and **Pass Travel Outside the Local Area** is authorized. Pre-travel briefings will be retained within units until the travel is conducted and the Post-Travel Assessment is complete.

1) Do you display a fever or other symptoms consistent with COVID-19 or have you had close contact with someone who has tested positive for COVID-19 within the past 14 days?
   > If ‘yes’: **Disapprove travel.**
   > If ‘no’: Go to Step 2.

2) Will travel occur from/to/through locations and installations (if applicable) that pose a high risk of COVID-19 contact?
   > If ‘yes’: Consider risk of location and nature of travel and go to Step 3.
   > If ‘no’: Go to Step 3.

3) Will you have close interaction (within 6 feet for at least 15 minutes without a cloth face covering) with any symptomatic person during your travel?
   > If ‘yes’ or unknown: **Disapprove travel or create plan for personal mask use and physical distancing/disciplined personal hygiene.**
   > If ‘no’: Go to Step 4.

4) Will you engage in any gatherings with more than 10 people without proper physical distancing or use of face masks?
   > If ‘yes’ or unknown: **Disapprove travel or create plan for personal mask use and physical distancing/disciplined personal hygiene.**
   > If ‘no’’: Go to Step 5.

5) Will you adhere to physical distancing, and personal hygiene throughout travel duration?
   > If ‘yes’ : **Approve Travel**
   > If ‘no’ or unknown: **Disapprove travel or create plan for personal mask use and physical distancing/disciplined personal hygiene.**
Attachment 2

Post-Travel Assessment

1) Do you or personnel in your household currently (last 3-5 days) have symptoms consistent with COVID-19?
   > If symptomatic: Instruct member to contact their health care provider.
   > If no symptoms: Go to Step 2.

2) Did you travel from OCONUS?
   > If ‘yes’: Instruct member to contact their health care provider or public health for guidance on whether to self-quarantine.
   > If ‘no’: Go to Step 3.

3) Did travel occur from/to/through locations and installations (if applicable) that have a high number of COVID-19 cases?
   > If ‘yes’: Consider location and nature of travel as a factor to determine if the member should contact their health care provider or public health for guidance on whether to self-quarantine.
   > If ‘no’: Go to Step 4.

4) Have you had close interaction (within 6 feet for at least 15 minutes without a cloth face covering) with any symptomatic person during your travel?
   > If ‘yes’: Instruct the member to self-quarantine and contact their health care provider or public health for further guidance.
   > If ‘no’ or unknown: Go to Step 5.

5) Did you engage in any gatherings with more than 10 people without proper physical distancing and personal use of face mask?
   > If ‘yes’: Consider the nature of the gathering and the number of COVID-19 cases in the area to determine whether to instruct the member to self-quarantine and contact their health care provider or public health for further guidance.
   > If ‘no”: Go to Step 6.

6) Did you adhere to physical distancing and personal hygiene throughout travel duration?
   > If ‘yes’: Instruct member to self-monitor and immediately report any symptoms or if they receive information they were potentially exposed during travel.
   > If ‘no”: Consider the nature of the travel and the number of COVID-19 cases in the area to determine whether to instruct the member to self-quarantine and contact their health care provider or public health for further guidance.