



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 62D AIRLIFT WING (AMC)**

20 January 2021

MEMORANDUM FOR 62 AW AIRMEN AND DAF CIVILIANS

FROM: 62 AW/CC

SUBJECT: Order to Self-Report and Comply with Health Protection Measures During COVID-19 Response

References: (a) Gov Inslee, "Healthy Washington – Roadmap to Recovery," 11 Jan 2021
(b) Force Health Protection Guidance (Supplement 14) – Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic, 29 Dec 2020
(c) STOP MOVEMENT and Concurrent Guidance Related to Travel Restrictions due to the Coronavirus Disease 2019 (COVID-19), 18 Nov 2020
(d) 62d Airlift Wing Commander, "62d Airlift Wing Travel Return Policy," 25 June 2020

1. **PURPOSE.** The ongoing health emergency resulting from the novel coronavirus disease 2019 (COVID-19) outbreak in the United States requires everyone to heed prevailing public health guidelines and local authority mandates. The following order ensures a unified and coordinated response by all Air Force Personnel and Department of the Air Force (DAF) civilians in combating COVID-19.

2. **APPLICABILITY.** This order applies to all Air Force service members and DAF civilians assigned to the 62d Airlift Wing, including Reservists and Air National Guard members in Title 10 status. This order supersedes 62 AW/CC "Order to Self-Report and Comply with Health Protection Measures During COVID-19 Response" dated 18 Nov 20.

3. **QUARANTINE AND ISOLATION.** Due to the ongoing health emergency, military personnel may be subject to quarantine and/or isolation. Quarantine is for those members who have been exposed to COVID-19 and are directed by a competent medical or military authority into such a condition. Quarantine or isolation is for those members who have tested positive for COVID-19 or who feel they may have the symptoms of COVID-19.

4. ORDER. To ensure the health, safety, and well-being of Airmen, civilian employees, their families, and the community, I hereby order the following:

a. All Airmen ordered into quarantine or isolation by such competent medical or military authorities will adhere to all instructions provided by such medical or military authorities, to include the following standards:

(1) The individual will remain in their own room with their own bathroom for the prescribed duration. Shared bathroom facilities will be approved on a case by case basis, with appropriate measures approved by the 62 MDS Public Health Office.

(2) The individual will separate themselves from other people in the home/dwelling if

World's Greatest Airlift Team...Where Airmen Matter

residing with roommates/family members and will not share personal items.

(3) The individual will comply with all virus monitoring processes directed by their command, supervisor, or medical personnel.

(4) The individual will immediately inform their command and medical personnel if they exhibit symptoms of the COVID-19 virus or were exposed to a known COVID-19 positive person.

(5) Some individuals ordered to quarantine may be deemed necessary to take isolation measures.

b. Except as stated within this order, all Airmen will continue to comply with Governor Inslee's "Healthy Washington – Roadmap to Recovery" dated 11 Jan 2021 to include each region's approved phase and associated restrictions. Additionally, all will comply with social distancing and coronavirus-related hygiene measures recommended by the Washington State Department of Health and the Centers for Disease Control (CDC).

c. Unit gatherings on base will follow the guidance established by the 62d Airlift Wing's COVID Phase plan.

d. All Airmen and Civilians, notified by their supervisor to work from home during all or part of the duty day, will perform assigned tasks at home during the duty hours specified by their supervisor, except when conducting an authorized essential activity.

e. All Airmen will continue to report to work unless directed otherwise by their chain of command in accordance with the appropriate 62 AW COVID Phase of Operations. Supervisors are directed to implement appropriate social distancing and sanitation measures.

f. All Air Force civilians will continue to report to their remote or government worksite, unless directed otherwise by their chain of command in accordance with the appropriate 62 AW COVID Phase of Operations. For civilians continuing to work in a government-controlled facility, supervisors are directed to implement appropriate social distancing and sanitation measures.

5. LEAVE. Per reference (b) and reference (c), leave travel for military members is exempt from the COVID-19 travel restrictions. For the purposes of this order, the 62 AW/CC defines the local area as the State of Washington.

a. Leave (or Commander-approved passes) within the local area requires approval at a level no lower than the first line supervisor. Squadron Commanders may be more restrictive in order to meet mission requirements.

b. Leave (or Commander-approved passes) outside the local area will be approved at a level no lower than the Squadron Commander or equivalent.

c. OCONUS leave and official travel will adhere to guidance directed by reference (b).

d. When approving leave, Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for Airmen requesting leave. Airmen should not travel if they display a fever or other symptoms consistent with COVID-19 or if they have had close contact

with someone who has tested positive for COVID-19 within the past 14 days. Airmen will comply with any DoD, Federal, State, and local restrictions while in a leave status. Commanders' and supervisors' risk assessments should, at a minimum, include a review of State/local restrictions, and pre/post-travel health status assessment and travel screening. The health status assessment and travel screening should include the following:

- Does the member have any signs/symptoms of COVID-19?
- Has the member had contact (less than 6 feet for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19?
- Is the member familiar with how to self-monitor and actions to take if ill?
- If a member on leave develops COVID-19 like symptoms, comes in contact with a COVID-19 positive case, or is directed to be COVID-19 tested by a medical professional, the member will contact the 62 AW Public Health office (253-982-3717) and their chain of command for further instructions.

e. All Airmen and DAF civilians taking leave must comply with CDC guidelines (e.g., physical distancing, wear of cloth face coverings) and with state/local COVID-19 guidance for all locations while on leave. Airmen should also continue to avoid COVID-19 hot spots or high threats areas to mitigate exposure.

f. Upon return, all Airmen and DAF civilians will comply with the 25 June 2020 "62 AW Travel Return Policy," to include completing its attached questionnaire. Squadron Commanders, in conjunction with 62 MDS Public Health, will review the completed questionnaire and determine a member's need to comply with any ROM requirements.

6. Consistent with our current mission-sustainment conditions and the purpose behind Governor Inslee's order and all amendments and extensions, and in order to best address the ongoing public health emergency, all commanders are to continue to minimize the number of employees required to report to a government-controlled facility, while ensuring that mission-essential services and operations continue. Commanders will make those decisions as to which Airmen are mission-essential. Commanders are encouraged to routinely reevaluate how many and which Airmen are deemed mission-essential at any given time.

7. PUNITIVE ORDER. The provisions of paragraph 4 and 5 are punitive. Any person willfully violating this order may be punished under appropriate administrative, nonjudicial, and/or judicial action under the Uniform Code of Military Justice (UCMJ) or Air Force Instruction 36-704, *Discipline and Adverse Actions of Civilian Employees*.

8. EFFECTIVE DATE. This order is effective 20 January 2020 and remains in effect until expressly rescinded.

ERIN M. STAINE-PYNE, Colonel, USAF
Commander