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KIRTLAND AIR FORCE BASE INSTALLATION COMMANDER'S DIRECTIVE

ICD#: 048 DATE: 3 May 2021 TIME: 0830 L

TASKED ORGANIZATIONS: All 377 ABW Personnel and Kirtland Mission Partners

DIRECTIVE: Increment 4 return to worksite

1. As we continue to progress through the Installation COVID-19 vaccination plan commanders may continue expanding operations and capabilities. The installation is now authorized to operate at increment 4 levels (90% of the workforce). Commanders may return up to 90% of their workforce in shared workspaces and up to 100% for those performing duty in single occupancy areas. Commanders must assess the risk and maximize telework where possible. Additional restrictions and policies are highlighted later in this ICD. (Note: This ICD is used in concert with Kirtland AFB Pandemic CONPLAN 20.)

2. Health Measures:

- A. Due to the ongoing COVID-19 conditions on our installation and in the surrounding area, I am extending my Declaration of a Public Health Emergency, dated 13 March 2020. This declaration renewal will terminate on 4 June 2021.
- B. IAW Secretary of Defense Directive dated 4 February 2021, and SECAF Memorandum dated 16 Feb 2021, effective immediately all individuals must wear masks continuously while on military installations. Mask wear is mandatory regardless of vaccination status, this includes any common area, open floorplan office spaces, cubicle embankments, conference rooms, and outdoor shared spaces. Exceptions:
 - 1) When alone in an office with floor to ceiling walls with a closed door
 - 2) For brief periods of time when eating or drinking while maintaining social distancing
 - 3) When alone in a vehicle or sharing the vehicle with member of the same household
 - 4) When masks are required to be lowered briefly for identification or security purposes

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- 5) When clear or unrestricted visualization of verbal communication are essential to safe and effective operations
 - 6) When public speaking to a large audience (30+) while social distancing
 - 7) When actively participating in a Public Affairs sponsored event such as interviews, press conferences, broadcasts, photoshoots, etc.
 - 8) When interferes with the proper wear and use of other personal protective equipment necessary to accomplish military duties
 - 9) When personnel are in primary aircrew positions during critical phases of flight or emergencies; or when using flight crew oxygen equipment
 - 10) When necessary to reasonably accommodate an individual with a disability or underlying health condition that prohibit the wear of a face covering
 - 11) When necessary to reasonably accommodate a religious belief. Contact the 377 ABW HC (Chapel) if you have questions about religious accommodations in regard to mask wear
 - 12) When actively participating in physical fitness activities either indoors or outdoors and either proper physical distancing is maintained or additional measures are implemented to mitigate the threat of transmission. (Note: Reference 5.B.Fitness Centers)
 - 13) For all other situations outside of the office settings when temporary unmasking is necessary for mission requirement as approved by the Installation Commander. Submit exception request to the 377 ABW/CV
 - 14) Commanders may request an exception to the mask policy when operational, readiness, or safety necessity of conducting a mission is significantly impeded. All exceptions must be approved by the installation commander. Submit exception request to the 377 ABW/CV.
- C. 377 ABW military personnel are directed to wear cloth face protection off-installation while in public locations unless eating, drinking, or for medical requirements. All personnel (military, civilians and contractors) are advised to abide by NM Governor Executive Order declaring a Public Health Emergency requiring every New Mexican to wear a mask or face covering while out in public to prevent the spread of COVID-19.
- D. 50% capacity limits for Defense Commissary Agency, Base Exchange and shoppettes

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- E. Commanders have the responsibility to ensure their units have the proper PPE and hygienic supplies on hand to support personnel. 377 LRS can assist with getting access to supplies; however, they should not be considered as a sole source.
- 1) Mask recommendations by the CDC include:
 - A. Non-surgical disposable masks
 - B. Masks made with breathable fabric such as cotton
 - C. Masks made with tightly woven fabric
 - D. Masks with 2 or 3 layers
 - E. Masks with Inner Filters
 - 2) Mask not authorized for wear:
 - A. Novelty or non-protective masks
 - B. Masks with ventilation valves
 - C. Face shields (without protective mask)
- F. Gatherings of more than 75 persons or 50% room capacity (whichever is smaller) are authorized for official business only when mitigating protocols are enforceable (social distance, face coverings, sanitization, etc.). Events not capable of executing the mitigating protocols require an Exception to Policy approved by the Installation Commander.
- G. If you are experiencing possible symptoms of COVID-19, including a cough, shortness of breath, muscle or body aches, fatigue, headache, chills, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and new loss of taste or smell, must self-ROM and call your PCM for further guidance
- H. Persons exposed to a positive COVID-19 contact must ROM and contact their PCM
- 1) Exception: person may self-monitor with no ROM requirement if ALL of the following criteria met:
 - Member has completed the full COVID vaccination series (2 doses for Pfizer and Moderna; or 1 dose for Johnson & Johnson)
AND
 - Prior to exposure, at least 2-weeks (14-days) have passed since final dose of COVID vaccine
AND
 - Member has no symptoms (cough, shortness of breath, muscle or body aches, fatigue, headache, chills, sore throat, congestion, loss of taste or smell, etc.)

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3. Release from Restriction of Movement (ROM):

A. For symptomatic individuals with a POSITIVE COVID-19 test, the individual will be followed by their healthcare provider and be released from ROM when ALL of the following criteria are met:

- 1) Demonstrates improvement in symptoms; AND
- 2) At least 24 hours have passed since recovery, defined as resolution of fever without use of fever reducing medications; AND
- 3) At least 10 days have passed since symptoms first appeared.

B. For symptomatic individuals with a NEGATIVE COVID-19 test, the individual will be followed by their healthcare provider and member will be released to duty at the healthcare provider discretion.

C. For asymptomatic individuals with a POSITIVE COVID-19 test, the individual will be followed by their healthcare provider and be released from ROM when ALL of the following criteria are me:

- 1) At least 10 days have passed since the date of their positive COVID-19 test; AND
- 2) They have had no subsequent development of symptoms.

D. For asymptomatic individuals who have been in close contact with a positive COVID-19 case, ROM Protocols are as follows:

1) Fully Vaccinated Individuals (2 weeks after 2nd dose of 2-dose vaccine, or 2 weeks after first dose of 1-dose vaccine):

a) No ROM required

b) Monitor for symptoms and if they occur get evaluated by a healthcare provider

2) Not fully vaccinated individuals:

a) A 14-day isolation period is complete; AND

b) The individual did not develop symptoms.

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(Note: No additional testing is required and the first O-6/GS-15 equivalent in the chain of command may approve the discontinuation of ROM)

***Individuals CANNOT test out of ROM with a negative COVID-19 test. They must meet all criteria listed prior to release of ROM.

J. Units may request a ROM exception to policy (ETP) returning a member to the workplace prior to the expiration of the 14-day ROM if deemed they are critical to the mission. All ETPs to curtail or forgo the full ROM requirement must be approved by the first O-6 or GS-15 in the persons chain of command.

4. Personnel Measures:

A. Units are authorized to increase their workforce to Increment 4 levels returning the majority of all employees to the worksite. Commanders may return up to 90% of their workforce in shared workspaces and up to 100% for those performing duty in single occupancy areas. Commanders must assess the risk and maximize telework whenever possible, especially for civilian employees who self-identify as being high risk. Commanders should consult with CPO for further guidance regarding high risk employees.”

B. DAF Policy on COVID-19 Vaccination and Civilian Personnel dated 7 April 2021 permits asking civilian employees their vaccination status for certain conditions:

1) Civilian employees may be asked if they have been vaccinated against COVID-19 if the duty position they fill requires immunization.

2) Civilian employees may be asked their vaccination status to determine vaccinations needed for their organizations using the following language:

A. “Your decision to answer this this question is completely voluntary. If you have not been fully vaccinated, do you intend to volunteer to be vaccinated either through the DoD or through a private provider?”

B. If the answer is yes continue: “Again, your decision to answer this question is completely voluntary. Since you indicated an intent to volunteer to be vaccinated, do you wish to receive the vaccination through the DoD?”

C. Travel: Members will follow Department of the Air Force (DAF) Force Health Protection Guidance (FHPG) Addendum to FHPG, Supplement 9 and Department of Defense (DoD) FHPG Supplement 20:

1) General Travel Guidance

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- A. Military personnel must complete a COVID-19 Travel Risk Assessment Tool dated 13 April 2021 prior to all travel. DoD family members, civilian employees, and DoD contractors traveling outside the US must complete the risk assessment prior to official travel and are strongly encouraged to complete prior to personal travel.
- B. Military members, DoD family members, civilian employees, and DoD contractors should not travel if they have tested positive for COVID 19 and not met the release from ROM criteria, they are symptomatic, or been in close contact with someone who tested positive.
- C. ROM and COVID-19 Testing may be required based on type of travel
 - (1) Exception: Pre and Post ROM is not required for individuals who are 14 days post-completion of COVID-19 vaccination
 - (2) Exception: Viral Testing not required for individuals who are 14 days post-completion of COVID-19 vaccination

2) Personal Travel

- A. Leave **or pass** outside of the state of New Mexico: Military members are authorized to take leave outside of the local area but will be approved at a level no lower than the unit commander or equivalent.
- B. Leave or pass within the state of New Mexico: Leave or pass can be approved at levels lower than the unit commander or equivalent and in accordance with standard leave approval.
- C. Commanders and supervisors will establish a means of communication with personnel throughout the period of leave and the post-travel process, as well as prescribing actions for their particular circumstances.
- D. Upon return from leave, personnel that 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 will undergo a 14 day ROM.
 - (1) Exception: Pre and Post ROM is not required for individuals who are 14 days post-completion of COVID-19 vaccination
 - (2) Exception: Viral Testing not required for individuals who are 14 days post-completion of COVID-19 vaccination
- E. Units may approve an exception to policy (ETP) to return a member to the workplace prior to the expiration of the 14-day ROM if deemed they are critical to the mission. All ETPs to curtail or forgo the 14-day ROM requirement must be approved by the Squadron Commander or equivalent.

5. Vaccination

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- A. The COVID-19 vaccine distribution is now open for all beneficiaries at Kirtland Air Force Base. If you are a Department of Defense ID cardholder with access to Kirtland AFB, you are eligible to register for the vaccine.
- B. Beneficiaries **must** be 18 years or older for the Moderna vaccine.
- C. To schedule your first or second COVID-19 Vaccination at the 377th Medical Group please go to the following web link to access the DHA Appointing Portal (DAP): <https://informatics-stage.health.mil/COVAX/>
- D. There is a mandatory 28-day period between the first and second dose. These are booked on first-come basis, and the number available are determined by the supply of vaccines.
- E. This information is also posted to the Kirtland Facebook Page, the Kirtland App, and the 377th Medical Group Facebook Page.

6. Access Measures

- A. 100% ID Checks at DECA, authorized customers only (no guests).
- B. Trusted Traveler Program remains suspended requiring all personnel to have base credentials checked. All personnel who do not have credentials must be issued a pass at the Visitor Control Center.
 - 1) Ride Share Programs (i.e. Uber, Lyft, Via, Ola, Didi, etc.) are continued.
 - A. Passengers must comply with all ride share specific COVID-19 requirements.
 - B. Face coverings are mandatory for all passengers.
- C. Check the KAFB App for up to date gate information

7. Activities

- A. 377 ABW Crisis Action Team (CAT) standup is directed and will be active according to the following schedule:
 - A. Monday – Friday: Virtual 0800-1600
 - B. Saturday – Sunday, Federal Holidays and AFGSC Family Days: Standby

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- C. CAT can be reached via the org box: 377ABW.Battlestaff@us.af.mil.
 - D. Units are no longer required to report daily ROM/PUI to the CAT.
However, Commanders will manage and up channel significant mission impacts caused by ROM/PUI to the CAT.
 - E. All Kirtland AFB Unit Control Centers or POCs are to remain reachable for coordination efforts with the CAT.
- B. Coordinate all on base events and activities (Commanders Calls, Promotion Ceremonies, morale events, etc.) through the Public Health office. Public Health will provide recommendations based on the most up-to-date Centers for Disease Control and Prevention (CDC) and New Mexico Department of Health (NMDOH) guidelines to help mitigate as much COVID-19 risk as possible. Additionally, Public Health can act as an advisor for any off base event to ensure the organization reduces possible risk. Public Health can be reached at 505-846-3461.
- C. Services: All support facilities (i.e. Bowling Alley, Mountain View Club, Golf course, etc.) continue to expand operations in support of our return to worksite planning. Please use the link <https://kirtlandforcesupport.com/> for additional information, hours, limitations and procedures.
- D. Capacity limitations to individual facilities will be established based on Air Force and/or state/local guidance.
8. Tasked organizations/UCCs will acknowledge receipt of this ICD by replying back to [377 ABW Crisis Action Team](#).

ADDITIONAL INFORMATION:

1. The following ICDs remain in effect (please review ICDs for impact to your organization):
 - A. ICD 45, *Implement HPCON Bravo Plus*
 - B. ICD 43C – *COVID-19 HAF Vaccination Policy Update*
 - C. ICD 46 – *EXORD Sup 3 AFPAAS Reporting of ROM*
2. The following ICD's are recended
 - A. ICD 12, *Policy on Inbound Cargo and Packaging Sanitation Measures*
 - B. ICD 34, *Policy on Custodial "Special Clean" Requirements to Decon COVID-19*
3. The following ICDs are superseded:
ICD 044D, *Covid-19 April Updates*

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Installation Commander

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