



KIRTLAND AIR FORCE BASE INSTALLATION COMMANDER'S DIRECTIVE

ICD#: **044C** DATE: **12 March 2021**

DIRECTIVE: NM Public Health Order alignment

1. As we continue the Installation COVID-19 vaccination plan commanders may begin expanding operations and capabilities. Effective immediately the installation will return to Increment 3 levels (75% of the workforce). Commanders may return up to 75% 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.
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 **12 April 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
 - 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. DAF Policy on COVID-19 Vaccination and Civilian Personnel dated 22 Feb 2021 states Civilian employees will not be asked if they have been vaccinated unless the position they occupy requires immunization.

D. 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.

E. 50% capacity limits are imposed on Defense Commissary Agency facility, Base Exchange and Shoppettes.

F. 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)

G. IAW Secretary of Defense Memorandum dated 4 Feb 2021, commanders are required to limit the number of persons in one room to permit social distancing guidelines of 6 feet and require cloth face coverings. 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.

H. 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

I. 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.)

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 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.
- 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 met:
- 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 directed to ROM and either have not undergone COVID-19 testing or have had a NEGATIVE COVID-19 test^{***}, individuals may be released from ROM when ALL of the following criteria are met:
- 1) A 14-day isolation period is complete; AND
 - 2) The individual did not develop symptoms.
(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 the on base workforce to Increment 3 levels. Commanders may return up to 75% of their workforce in shared workspaces and up to 100% for those performing duty in single occupancy areas. Commanders must assess the risk and implement shift work or continue telework where required. Temporary mission-responsive personnel surges remain authorized.

- B. DAF Policy on COVID-19 Vaccination and Civilian Personnel dated 22 Feb 2021 states Civilian employees will not be asked if they have been vaccinated unless the position they occupy requires immunization.

- C. The below guidance is identified in AF/A1 guidance from messages dated 022030ZJUN20 and 29 Dec 2020. Each state, territory, host nation and military installation will be evaluated to determine if they are cleared for non-restrictive travel. A complete listing of green (non-restrictive travel) and red (restrictive travel) locations can be found on myPers or the Kirtland AFB App.
https://mypers.af.mil/app/answers/detail/a_id/46624.

- D. Travel - Note: All commercial travel, domestic and international, have a federal mandate to wear mask. All persons entering the U.S. regardless of type of travel must follow the International Travel guidance in paragraph 4.C.4 below.

1) Official Travel for Permanent Change of Stations (PCS)

- A. If either gaining or losing location or installation are under restrictive travel, an Exception to Policy (ETP) must be approved by the first officer in the grade of O-6, or civilian equivalent in the individual traveler's chain of command or supervision prior to movement. Fillable ETPs are located on the myPers website.
- B. Waivers may be processed for mission essential, humanitarian, and hardship movements.
- C. PCS travel is no longer subject to the ROM 14-day self-quarantine if both the losing and gaining locations (state/territory/nation and installation) are on the official travel restrictions green location list. If coming from a red losing location, the member IS subject to the ROM 14-day self-quarantine.
- D. Units may request an exception to policy (ETP) for new arrivals 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 first O6 or GS15 in the person's chain of command.

- E. If a location is reclassified and no longer meets conditions-based travel criteria:
 - (1) While an Airman is PCS enroute to that location, the gaining command will review the situation and is authorized to permit continued movement.
 - (2) While an Airman is PCS enroute to that location and the gaining command does not authorize continued movement, the Airman must immediately contact the losing command and MPF to be placed in TDY Hold.
 - (3) Prior to an Airman's PCS final out-processing appointment at the losing location, the Airman should determine whether a travel exemption applies or seek a waiver. Airmen may also initiate a RNLTD/DEROS change for an initial length of time no longer than 60 days.
 - (4) Airman concerns regarding changes to conditions to or from a location due to COVID-19 conditions should be elevated to their command or MPF for further guidance.
- F. If a member travels from or through a restricted travel area enroute and has prolonged exposure (overnight, exposed to mass gatherings, etc.) the member is subject to ROM protocols.
- G. Air travel originating and ending in non-restrictive areas no longer requires the 14-day self-quarantine, and layovers at any location are acceptable as long as the member remains in the airport terminal.
- H. Airmen must remain in contact with their gaining installation to ensure compliance with travel restrictions that may be imposed by installation commanders, local laws and ordinances, or the host nation upon arrival.

2) Official Travel for Temporary Duty (TDY)

- A. If either gaining or losing location or installation are under restrictive travel, an Exception to Policy (ETP) must be approved by the first officer in the grade of O-6, or civilian equivalent in the individual traveler's chain of command or supervision prior to movement.
- B. CONUS TDY travel is no longer subject to the ROM 14-day self-quarantine.

C. OCONUS TDY travel must follow the guidance in paragraph 4.C.4 below

3) Personal Travel (Leave)

A. Leave 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 conduct a risk assessment of the health status and travel itinerary for military members requesting leave using the attached COVID-19 Risk Exposure Activities Worksheet dated 21 Aug 20. Personnel 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.

D. Commanders' and supervisors' risk assessments should, at a minimum, include a review of state and local restrictions and pre- and post-travel health status assessment and travel screening.

E. Personnel will comply with any DoD, federal, state, and local restrictions while in a leave status.

F. 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.

G. 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. *See 2.I for exception

H. 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.

4) International 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 14:

- A. All air passengers coming to the United States are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States.
- B. Conduct a pre-travel screening prior to departure. Those who are symptomatic will delay travel and consult a healthcare provider.
- C. Conduct a risk-based screening upon arrival in the United States in coordination with Public Health (505-846-3461).
- D. Those who become ill or have had close contact with a person known to have contracted COVID-19 during travel must self-isolate (if ill) or ROM (if exposed but not ill) and notify their chain of command or supervisor and coordinate with the 377 MDG (505-846-3200).
- E. If the service member is traveling from, or has traveled through, a country designated as CDC Travel Health Notice (THN) Level-2, 3, or 4 (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>), members will:
 - (1) Without testing undergo a 14-day ROM upon arrival at their residence or other appropriate location
 - (2) After risk assessment ROM may be decreased to 10 days without testing with approval of the first O6 or GS15 in the person's chain of command
- F. If the service member is traveling from a country designated as CDC THN Level-1, and has not otherwise entered a CDC THN Level-2,3,or 4 country, members will:
 - (1) Self-monitor for 14 days, upon arrival
 - (2) Notify their chain of command or supervisor if they develop a fever or symptoms consistent with COVID-19 and coordinate an evaluation at the 377 MDG
 - (3) Comply with all installation, CDC, State, and local guidance upon arrival in the United States.

5) Mission Essential Operations

- A. Regardless of state/installation restriction status (red vs green), mission essential entities not covered explicitly by other sections within this ICD can receive access to base without requiring 14-day ROM via VCC pass sponsored by the requesting organization. The requesting organization

(i.e. essential agency, Public Health, Public Safety, or National Defense Contractor) assumes the risk associated with this travel. The requesting organization should perform screening prior to travel: ensure no COVID-like symptoms within the last 10 days, no members with a positive test within the last 10 days, and no close contact with positive cases within the last 14 days).

- B. Mission essential service contractors supporting emergency work requirements on KAFB in response for life, safety, health, or loss of property may be exempt from ROM. The first O-6, GS-15, or equivalent in the chain of command may approve the emergency support exemption, however, the supporting contractor employer shall perform screening prior to personnel responding and performing service to ensure no COVID like symptoms within the last 10 days, no member tested positive within the last 10 days, and no close contact with positive cases within the last 14 days.

6) Visitors (Personal Visits)

- A. Visitors may be sponsored on base (via pass at the VCC) and are advised to be aware of state and local COVID-19 policies when off installation.

5. Access Measures

- A. 100% ID Checks at DECA, authorized customers only (no guests).
- B. Fitness Centers: Face coverings are mandatory in the East and West Side Fitness Centers (see mask exceptions in paragraph 2 above).
 - 1) East Side Fitness Center is open to all eligible patrons. Reserved for Active Duty Military personnel only until 1000 hrs Monday-Friday. Use the link <https://kirtlandforcesupport.com/> for additional information, hours and limitations
 - 2) West Side Fitness Center is open to all eligible patrons. Use the link <https://kirtlandforcesupport.com/> for additional information, hours, limitations and how to register for 24/7 access
- C. 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.
- D. Base access gate operating hours are altered in response to the reduction in force. Check the KAFB App for up to date gate information

6. Activities

- A. 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..
- B. Units continue key personnel functions (e.g. human resources, finance, legal) by appointment only.
- C. Impacted Services:
 - 1) Limited Services:
 - A. Auto Hobby – self-serve & paid maintenance only (no classes)
 - B. Arts & Crafts – Open at 33% capacity and restricted class sizes
 - C. Aero Club – Ground School, Instructor flights & training and Discovery Flights
 - D. Bowling Alley – open at 33% capacity and snack bar 33% indoor dining
 - E. TMO (Household Goods/Passenger Travel) – virtual support (in person by appointment only)
 - F. Ground Transportation – Mission Essential support only
 - G. Communication Focal Point & COMSEC – by appointment only
 - H. Golf Course 25% capacity (Snack Bar 33% indoor dining, 75% outdoor dining and take-out)
 - I. ITT 25% capacity
 - J. Motor Vehicle Department (MVD) By appointment only
 - K. Indoors Pool – Limited to AD only, 50% capacity Use the link <https://kirtlandforcesupport.com/> for additional information, hours and procedures
 - L. Mountain View Club – Open for meals to go, unit/special events with limitations, Bar/Restaurant open 33% indoor dining, 75% outdoor dining on Fridays 1600-2000
 - M. Outdoor Recreation – All services open with limited trip size
 - N. Base Theater – Open for unit functions at 33% capacity. Use the link <https://kirtlandforcesupport.com/> for additional information, hours and procedures

- 2) Modified operating hours:
 - A. Commissary hours adjusted: 0900 – 1800 for restocking and cleaning
 - B. West Side Shoppette limited hours

D. FSS Non-Service Customer Service Elements will be appointment only:

- 1) Military Personnel Flight (MPF)
- 2) Civilian Personnel Office (CPO)
- 3) Education Services Flight
- 4) Airman and Family Readiness Center

E. Food services

- 1) On base food services (concessionaires and food court) – 33% indoor dining, 75% outdoor dining, and Take-out
- 2) DFAC – 33% indoor dining and Take-out
- 3) The installation permits access to food delivery services (i.e. Uber Eats, pizza deliveries, etc.)
- 4) Unit picnics, potlucks or other self-serve catering events not authorized

F. Capacity limitations to individual facilities will be established based on Air Force and/or state/local guidance.

G. Normal airfield operations will continue.

ADDITIONAL INFORMATION:

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

Installation Commander