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KIRTLAND AIR FORCE BASE

INSTALLATION COMMANDER'S DIRECTIVE

ICD#: 059A

DATE: 27 June 2022

TIME: 1600L

TASKED ORGANIZATIONS: All 377 ABW Personnel and Kirtland Mission Partners

DIRECTIVE: Updated COVID-19 Community Level/HPCON Changes and Consolidated COVID Guidance

1. IAW Under Secretary of Defense memo dated 4 Apr 22 (Attachment 1) the conditions are met in Bernalillo County to adjust the HPCON level and implement appropriate protective measures. CDC Community Level updates are very dynamic, as such the 377 ABW/CC after consultation with medical and public health professionals will evaluate weekly CDC COVID-19 community level changes and tailor HPCON measures to best protect the installation. Unit commanders may at their discretion and based on organizational mission implement stricter HPCON measures to protect personnel.
2. **Masking.** Face coverings will continue to be required in all Medical Treatment Facilities (public areas and patient treatment areas). Masks will be worn in Medical Treatment Facilities and for DoD personnel with COVID-19 symptoms, a positive COVID-19 test, or exposure to someone with COVID-19.
3. **Community Levels.** Centers for Disease Control and Prevention (CDC) recommendations regarding COVID-19 Community Levels by county and prevention steps can be found on the CDC website at <https://CDC.gov>
4. **HPCON Levels.**
 - A. **HPCON CHARLIE or DELTA** measures will be implemented by the Installation Commander based on CDC COVID-19 community level in Bernalillo County, trends, number of cases and spread on base, and recommendations from the 377 MDG. Indoor mask-wearing will be required for all Service members, DoD civilian employees, onsite DoD contractor personnel (collectively, "DoD personnel"), and visitors, regardless of vaccination status. The screening testing program will continue IAW paragraph 11 of this ICD.
 - B. **HPCON BRAVO** measures will be implemented by the Installation Commander based on CDC COVID-19 community level in Bernalillo County, trends, number of cases and spread on base, and recommendations from the 377 MDG. Indoor mask-wearing is not required for DoD personnel or visitors. The screening testing program will continue IAW paragraph 11 of this ICD.

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- C. **HPCON ALPHA** measures will be implemented by the Installation Commander based on CDC COVID-19 community level in Bernalillo County, trends, number of cases and spread on base, and recommendations from the 377 MDG. Indoor mask-wearing is not required for DoD personnel or visitors. The screening testing program is no longer required.
5. Personnel should continue to physically distance, when able. All individuals should continue COVID safe practices and comply with local and state restrictions. Individuals may choose to wear a mask regardless of the COVID-19 Community Level.
6. Employees who self-identify as being high-risk may request a workplace accommodation. Consult with your human resources representative for further guidance regarding high-risk employees.
7. **Vaccine.** Onsite DoD Contractors and Official Visitors (as defined in Attachment 1):
- A. Complete the DD Form 3150, *Contractor Personnel and Visitor Certification of Vaccination*; maintain a current completed copy; and show it to authorized DoD personnel upon request when they work at a DoD facility where the CDC COVID-19 Community Level is high or medium. Failure to complete the DD Form 3150 may result in denying personnel access to the DoD facility to which access is sought.
 - B. DoD contractor personnel who are not fully vaccinated against COVID-19, because they are not performing under a covered contract that requires COVID-19 vaccination, due to a legally required accommodation, or who decline to provide information about their COVID-19 vaccination status, will be subject to COVID-19 screening testing at least weekly when the CDC COVID-19 Community Level for the facility in which they work is high or medium.
 - C. Personnel who refuse required COVID-19 screening testing will be denied access to DoD facilities.
8. **DoD Civilian Safety Protocol (masking, screening testing, etc.) Exemption Process.**
- A. In accordance with DAF Civilian Employee Mandatory COVID-19 Vaccination Guide (Rev.2), dated 14 Jan 22 (Attachment 2) and DAFI 36-2710, *Equal Opportunity Program*, a DAF civilian employee may request an exemption from safety protocols on the basis of a disability, medical condition/circumstance, or a sincerely held religious belief, practice or observance. Civilian employee exemptions will be processed IAW Attachments 1 through 3.
 - B. 377 ABW has established a Decision Authority Support Office (DASO)/Exemption Review Team (ERT) to assist the approval/decision authority

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in determining the facts and circumstances of each request and provide consultation as necessary. The DASO/ERT will not provide the decision authority with a group consensus, or an approval/disapproval recommendation. The DASO/ERT will also assist the approval authority, as needed, in obtaining reasonably necessary additional information (e.g. medical documentation (if available), an interview of the requesting employee, supervisory statement, etc.) and will provide subject matter expertise to the approval/decision authority. The DASO/ERT will include (at minimum) subject matter experts (SMEs) from servicing legal, occupational health, equal employment opportunity, Disability Program Manager (DPM), chaplain (for religious-based requests), civilian human resources offices, and may include other SMEs as deemed appropriate (e.g. public health, employee and labor relations).

C. The request process for civilian employees (for both medical and religious-based exemption requests) is generally summarized in Attachments 2 and 3. Note: The provisions of DAFI 36-2710 generally still apply to medical accommodation requests.

Step 1: The DAF civilian employee should initiate the process with their supervisor and 377 ABW human resource specialist.

Step 2: The supervisor/authorized Human Resource specialist will submit the request to the servicing DASO/ERT by e-mail to Ms. Sundra Thomas at sundra.thomas@us.af.mil, Ms. Cynthia Dominguez-Trujillo at cynthia.domingueztrujillo@us.af.mil and Dr. Bobbie Murray at bobbie.murray@us.af.mil. Supervisor submissions must include the name, rank, and e-mail address of the appropriate approval/decision authority, if not the 377 ABW/CC.

Step 3: The DASO/ERT may request additional information to evaluate the request, and will contact the employee, supervisor, and appropriate SMEs to obtain the information. The DASO/ERT will review the request and individually provide advice and consultation to the approval/decision authority via separate written memorandums and include all supporting documents as well as the employee's written request.

After the review is complete, the DASO/ERT will forward the request package with their input to the appropriate approval/decision authority.

Step 4: The approval authority will review the request and consult with the DASO/ERT as appropriate for each case. The approval authority will communicate the decision in writing to the employee, the employee's supervisor, and the individuals mentioned in Step 2 above.

9. **Vaccine Status.** In accordance with CDC guidance and Attachment 1, "up-to-date" vaccination status is defined as:

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- A. Having completed a primary vaccination series (dose 1 and dose 2) of an mRNA vaccine (Pfizer/Comirnaty and Moderna/Spikevax) within the last 5 months.
- B. Having completed a primary vaccination series (dose 1) of the Johnson and Johnson vaccination within the last 2 months.
- C. Having completed a primary vaccination series (dose 1 and dose 2) of an mRNA vaccine (Pfizer/Comirnaty and Moderna/Spikevax) beyond 5 months ago and received one booster dose.
- D. Having completed a primary vaccination series (dose 1) of the Johnson and Johnson vaccination beyond 2 months ago and received one booster dose.

*Any combination of vaccination statuses that do not comply with paragraph 9A through 9D, is considered “not up-to-date,” and the associated quarantine/isolation guidance would apply.

10. **Quarantine and Isolation.** Regardless of vaccination status, any member experiencing COVID-like symptoms should stay home, distance from others, get tested, and follow the guidance of a medical or public health professional. For 377 MDG enrollees and KAFB employees, testing is available at the 377 MDG and appointments may be obtained by calling 846-3200. Regardless of vaccination status, close contacts must wear a mask around others for 10 days, even if mask wearing is not otherwise required by DoD guidance, and if practical, test on day 5 following exposure. If symptoms develop, then the individual must get tested and isolate until test results are complete.

- A. Unvaccinated/not fully-vaccinated/not up-to-date persons with close contact (within 6 feet for an accumulation of 15 minutes over a 24-hour period) of a positive COVID-19 case or persons that test positive for COVID-19 will quarantine and contact their health provider.
 - 1) Upon being identified as a close contact, persons falling under this status will quarantine for at least 5 days (Day 0 being the date of close contact/exposure).
 - 2) Testing should occur 5 days after exposure, if practical.
 - 3) After quarantine, watch for symptoms until 10 days after the close contact exposure while adhering to mask wear (regardless of local level) and COVID-safe practices. If person develops symptoms, isolate immediately and get tested. Remain at home until informed of the results.
 - 4) Personnel who are up-to-date on their vaccinations with close contact of a positive COVID-19 case do not need to quarantine. Watch for symptoms

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until 10 days after the close contact exposure while adhering to mask wear and COVID-safe practices. If person develops symptoms, isolate immediately and get tested. Continue isolation until informed of the results.

- B. Reference the CDC website for details regarding isolation and quarantine guidance for various vaccination statuses:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.

- C. Civilian members should not return to the workplace, generally following the guidance in above paragraphs and utilize appropriate leave, as appropriate, IAW Attachment 2.

- D. Contract personnel must contact the administrating Contracting Office regarding appropriate actions to be taken.

- 11. **Screening Testing.** In accordance with Attachment 1 and Force Health Protection Guidance Supplement 23, Revision 3 (FHP 23) (Attachment 4), all active duty and DoD civilians who have not completed a primary series of vaccination (e.g. two doses of Pfizer/Comirnaty/Moderna or a single dose of Johnson and Johnson) will be required to have a negative COVID-19 test each week prior to entering a DoD facility, including those on telework status if entering a DoD facility. DoD civilians who are unvaccinated for COVID-19, or who decline to disclose their COVID-19 vaccination status, will be subject to COVID-19 screening testing in accordance with applicable DAF guidance, as well as other mitigation measures appropriate for unvaccinated personnel (Attachment 6).

A. Testing is viewed in two categories (Screening and Confirmatory) with definitions below. Purchasing of test kits to fulfill screening testing requirements is a unit responsibility.

- 1) Screening testing – testing unvaccinated active duty and DAF civilian force is a unit responsibility. These test kits will be self-administered and will be both procured and monitored by units in compliance with the FHP 23. Commanders, First Sergeants, direct supervisors, and/or authorized human resources officials will be responsible for obtaining the test results each week. If there is a positive test result on this self-administered test, immediately begin confirmatory testing.
- 2) Confirmatory testing – this testing is for someone experiencing COVID-like symptoms or has a positive home test. Symptoms include any combination of fever, chills, cough, shortness of breath, difficulty breathing, muscle or body aches, loss of taste or smell, sore throat, congestion, night sweats, sneezing**, vomiting or diarrhea**, fatigue**, nausea** or headache**. The employee should call their Primary Care Manager to request a virtual appointment where the PCM will determine if testing is needed.

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**If reporting any of the symptoms marked with a double-asterisk, member should also have other accompanying symptoms.

- B. Weekly screening testing should be performed onsite with proper supervision. However, if an onsite location is not feasible self-testing may be performed at home, at the discretion of the supervisor or human resources officer, since they are considered “over-the-counter” tests and are not clinical in nature.
- 1) Each week, DoD civilians and active duty members who are not fully vaccinated will provide results of a negative self-test conducted within the last 72 hours to their immediate supervisor prior to entering a DoD facility. The employee’s supervisor is responsible for maintaining any COVID-19 test results provided by the employee in accordance with privacy protection measures annotated in FHP 23.
 - 2) Per CDC guidance and Attachment 1, personnel who have recovered from a recent COVID-19 infection and who remain asymptomatic are exempted from regular screening testing for 90 days following their documented date of recovery. Documented proof of this recovery shall be provided upon request.
 - 3) DoD civilian employees who refuse required screening testing may be barred from their worksites on the installation or facility IAW Attachments 1 and 2. While barred from their worksites on the installation or facility, such employees may be required to telework, as appropriate.
 - 4) Employees may not be directed to purchase home test kits or obtain any other type of testing to meet the weekly requirement due to a lack of unit funded test kits. Furthermore, no disciplinary actions for non-compliance of weekly testing may be initiated due to a lack of unit funded test kits.
12. Tasked organizations/UCCs will acknowledge receipt of this ICD by replying back to [377 ABW Crisis Action Team](#).

ADDITIONAL INFORMATION:

1. Declaration of a Public Health Emergency, 07 Jun 22 is in effect:
2. ICD 059, *COVID-19 Community Level/HPCON Changes and Consolidated COVID Guidance* is superseded.

Installation Commander

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(6) ATTACHMENTS:

1. Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance, dated 4 Apr 22.
2. DAF Civilian Employee Mandatory COVID-19 Vaccination Guide Revision 2 (19 Jan 22)
3. DAF Operational Instructions for Decision Authority Support Office/Exemption Review Team Members and Decision Authorities, dated 19 Jan 22
4. FHP Guidance (Supplement 23) Rev 2 - DoD Guidance for COVID-19 Vaccination Attestation Screening Testing and Verification
5. HPCON Measures with June 2022 Comments
6. DAF Memo – DAF Civilian Mandate Injunction for Civilian Employees Guidance dated 24 Feb 22

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