



## DEPARTMENT OF THE AIR FORCE MINOT AIR FORCE BASE NORTH DAKOTA

MEMORANDUM FOR ALL 5 BW AND 91 MW PERSONNEL

FROM: TEAM MINOT WING COMMANDERS

SUBJECT: Updated HPCON BRAVO PLUS Guidance

References: (a) Installation Memorandum, Renewal of Declaration of Public Health Emergency – COVID-19, 12 Nov 2020

1. After an assessment of the positive progress of COVID-19 cases on the installation and in the surrounding counties, we are revising and issuing this guidance to military members, DoD civilians, and families who are associated with Minot AFB. The installation will change its status to HPCON BRAVO PLUS to continue most of the previous mitigation efforts for the military community and continue operations for Team Minot. The following measures are based upon facts and circumstances related to the threat of the spread of COVID-19 in the area affecting Minot AFB, consultation with medical personnel, the COVID Response Working Group, and other Team Minot leadership. These measures remain subject to change upon re-evaluation consistent with the guidance noted above. Furthermore, we need everyone to protect our mission, our families, and our community.

2. Under the advisement of our local Public Health Emergency Officer (PHEO), the following measures will take effect immediately. The policy changes from HPCON C to HPCON B+ will be underlined.

- a. This order may be enforced against anyone physically present on Minot AFB. This pertains to active duty military members (to include members of the reserve component, identified under 10 U.S.C § 10101, currently serving on active duty orders) assigned to or present upon Minot AFB, whether they are on or off of the installation, and civilians while present on this installation (e.g. DoD Civilian employees, dependents, retirees, etc.).
- b. All personnel on Minot AFB will wear facial coverings at all times unless they are outdoors and can remain at least six feet away from other people, they are in an office or vehicle by themselves, actively eating, actively drinking, or they are at home or in a vehicle with only their family or significant other.
  - (1) The City of Minot and State of North Dakota have passed a Face Covering Mandate requiring the mouth and nose to be covered in all indoor environments where they are exposed to non-household members and outdoors where distancing of six feet or more cannot be assured.
    - i. All active duty personnel will adhere to this policy IAW the policy above.
    - ii. DoD Civilians, contractors and dependents should adhere to this policy for off base face covering wear as well.
- c. To reduce the potential for COVID exposure, all active duty personnel will avoid the 3 C's at all times: Crowding, Closed Spaces, Close Contacts. DoD Civilians and dependents are encouraged to adhere to this policy for off base face covering wear as well.
  - (1) Indoor gatherings are limited to 50% of the room's fire code capacity not to exceed 100 personnel (except on-base schooling and religious services), and will continue to adhere to social distancing requirements. This in line with current North Dakota state public health guidelines.
  - (2) Unit commanders will limit in-person meetings to those deemed mission critical or where classified discussion is necessary. All other meetings will be virtual. Additionally, at the unit commander's discretion, work centers should maximize telework for personnel who share workspace.
  - (3) Outdoor gatherings may have up to 100 individuals. Cloth face coverings are required if you cannot maintain six feet of distance from others.
  - (4) Active duty may utilize off base retail business establishments, as long as face coverings are worn and physical distancing is performed by all. Personnel are encouraged to focus on

purchasing needed items and discouraged from browsing (“Buy-Don’t Shop”) while at these establishments. Personnel are encouraged to avoid establishments at peak traffic times to reduce exposure risk.

- (5) Team Minot members may return to utilizing all personal service businesses as long as the establishment follows safety precautions, as outlined below due to close proximity between patrons and service provider.
  - i. Face coverings must be worn by all service providers and by the person receiving the service. Deviations are authorized only when the face covering interferes with the service being provided.
  - ii. Service providers follow Centers for Disease Control (CDC) recommended practices, including appropriate hand hygiene;
  - iii. Establishments conduct business by appointment only and/or limit the number of people in the waiting area.
  - iv. Establishments ensure physical distancing for six feet between individuals.
  - v. If a service provider or establishment does not subscribe to these requirements, then Airmen are directed not to patronize the facility (DoD Civilians and dependents are highly encouraged to adhere to this policy).
- (6) Effective immediately 5 FSS and AAFES have been authorized to resume dine-in/bar options at their locations. Each dining location is limited to 50% of the room’s fire code capacity not to exceed 100 personnel, and will continue to adhere to social distancing requirements. This is in line with current North Dakota state public health guidelines
- (7) Active Duty members are prohibited from visiting the following locations (DoD Civilians and dependents are encouraged to adhere to this policy).
  - i. Bars (off-base)
  - ii. Sit-down dining at restaurants (off-base). Carryout dining is authorized.
  - iii. Casinos or other gambling establishments.
  - iv. Rallies, fairs or other large gatherings (>100 people).
  - v. Sporting events (indoor or outdoor) where physical distancing is not maintained.
  - vi. Movie theaters if face coverings and physical distancing are not required with the exception of when people are actively eating or drinking.

3. The following travel guidance applies:

- a. For Team Minot Airmen (Active Duty and DoD Civilians) the safe travel area is defined as within 100 miles of Minot Air Force Base and the five approved recreation areas below:
  - (1) Lake Audubon, ND
  - (2) Lake Metigoshe/Turtle Mountain, ND
  - (3) Lake Sakakawea, ND
  - (4) Devils Lake, ND
  - (5) Medora/Teddy Roosevelt National Park, ND
- b. Before Team Minot Airmen travel outside of the safe travel area, they will develop a restriction-of-movement (ROM) plan and acquire approval by their unit commander. Unit commanders will review the AFGSC COVID-19 Pre Departure Risk Exposure Activity Worksheet. The worksheet will include the requestor’s activity and destination. The unit commander will review the worksheet and determine if the travel or leave will create a risk for their unit higher than the risk posed by residing in the safe travel area as defined in this memorandum.
  - (1) Airmen will complete AFGSC COVID-19 Pre-Departure Risk Exposure Activity Worksheet and have it reviewed by the first SNCO, Officer, or Civilian equivalent (GS-09 or above) for high risk activity, location, and mode/method of travel. The supervisor will have the requestor make recommended changes prior to forwarding to the unit commander.
  - (2) The current Public Health Risk Assessment Tool for Travel (PHRATT) will be utilized by unit commanders. The unit commander will review the location for leave, the planned activities, and if the requestor is returning or coming from a Moderate risk (Pink) or High risk (Red) location, then the unit commander is to consider a seven “Pink” or fourteen “Red” day ROM upon return.

- (3) Dependents traveling outside the safe travel area are highly encouraged to follow this same ROM guidance.
- c. Unit commanders will use the same criteria to determine ROM requirements for Team Minot Airmen for Leave/TDY/Passes outside of the safe travel area.
- d. Prior to departing the safe travel area, Team Minot Airmen traveling for medical appointments will consult with their PCM and establish a plan with their unit commander for appropriate ROM procedures.

4. To ensure we don't lose sight of continued COVID-19 mitigation efforts, please continue to practice preventive measures:

- a. Clean and sanitize high-touch surfaces at least daily. High touch surfaces include, but are not limited to, door knobs, handrails, faucets, phones, and keyboards. Airmen operating vehicles must sanitize high-touch vehicle surfaces at the beginning and end of use. Follow instructions on sanitation product packaging to ensure proper sanitation and drying times.
- b. Team Minot members experiencing COVID-19 symptoms should immediately contact their chain of command and refrain from going to their work center.
- c. Cover your coughs and sneezes.
- d. Practice appropriate hand hygiene.
- e. Reduce your chances of becoming a close contact of a COVID-19 patient by avoiding spending time within six feet of people who are not your family or significant other.

5. Safe and accessible child care is also a key component of mission readiness for both wings. In order to preserve this critical capability, the child development center (CDC), youth center, school age program (SAP), and family child care (FCC) homes will implement the following screening criteria for children placed in care:

- a. Have you or your child had a fever in the last 24 hours?
- b. Have you or your child experienced cough, chills, headaches, or any other COVID-19 related symptoms within the last 24 hours?
- c. Has anyone in your household been exposed or listed as a close contact to anyone with COVID-19 within the last 14 days?
- d. Has anyone in your household been recently tested for COVID-19?
- e. Are any members of your household in ROM (quarantine, self-isolation) for any COVID related reason (to include travel ROM)?
- f. If a family answers yes to any of these questions, the child will not be allowed in care until ROM (quarantine, self-isolation) has been completed or the family member/child no longer has COVID-19 related symptoms. Families will not be charged during the time that the child is out of care due to this screening.

6. We appreciate the efforts and flexibility all of Team Minot has demonstrated during this challenging time, and we will continue to take proactive measures to keep our service members, civilians, and families safe.

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