



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 100TH AIR REFUELING WING (USAF)  
ROYAL AIR FORCE MILDENHALL, ENGLAND**

12 April 2021

MEMORANDUM FOR ALL TRANSIENT & TEMPORARY DUTY PERSONNEL AT RAF MILDENHALL

FROM: 100 ARW/CC

SUBJECT: RAF Mildenhall COVID-19 Policy For Transient & TDY Personnel

Welcome to RAF Mildenhall. While here, our goal is to ensure the safety of you and your crew at all times. We are confronting unprecedented challenges in our concerted effort to contain the 2019 Novel Coronavirus (COVID-19). As we continue to battle this pandemic, your safety as well as the safety of our Airmen, families, and well-being of our local communities, is paramount. The 100 ARW/CC reserves the right to restrict movement for any member failing to adhere to host nation, DoD, USAF, or 100 ARW policies. **Key changes noted in red.**

**Screening.** All personnel projected to travel to RAF Mildenhall will be screened upon initial arrival to RAF Mildenhall IAW latest DoD/UK/FCIF/RAFM guidance. The discovery of any COVID-19 symptoms will be handled IAW 100 ARW isolation policies. Local sponsors will ensure personnel meet screening requirements prior to departure as required by current DoD/FCIF/RAFM guidance.

**Restriction of Movement (ROM).** All Transient and TDY personnel arriving at RAF Mildenhall will be subject to UK/RAFM quarantine requirements in effect at that time unless in possession of a United States Visiting Forces Essential Defense Activities Exemption. The exemption is intended to be of limited use and only for those personnel that must perform essential defense activities within their first 10 days in the UK, but at minimum may include a ROM to base during their initial 10 days after arrival. Exemption requests shall be coordinated through the sponsoring RAFM unit, to the 100 ARW Commander for approval/disapproval (exception: units sponsored by 352 SOW shall seek exemption approvals through the 352 SOW Commander). For some personnel this may result in the complete prohibition of movement and quarantine to their room during their initial 10 days after arrival.

**UK COVID-19 Entry Testing.** All Transient TDY Personnel (including dependents) arriving to the UK from **ANY LOCATION** outside of the UK, unless exempted by UK guidance, guidance provided in this memorandum, or the 100 ARW/CC or 352 SOW/CC, are required to do the following:

- **Prior to departure:** (1) obtain proof of a negative COVID-19 test within three days of arrival to the UK for those aged 11 and above, and (2) using online websites, order post-travel day 2 and 8 at home COVID test package for travelers aged 5 and above and complete the UK Passenger Locator form. Individuals arriving from countries on the UK “red list”/travel ban will also book and complete a 10 day quarantine in a UK-authorized quarantine hotel. UK “red list”/travel ban countries can be accessed via <https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19#travel-bans-to-the-uk---banned-countries>. Testing to support this requirement is not available at the 48 MDG. Tests and hotel bookings supporting official travel may be charged on the Government Travel Card and reimbursed. Information regarding pre-travel requirements and booking is accessed online via <https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england#what-you-must-do-before-you-travel>. **Transient personnel from a non red list country remaining in the UK less than 48 hours are not required to participate in the day 2 and 8 testing scheme.**
- **Upon arrival:** quarantine for 10 days starting day after arrival and submit post-travel COVID test samples as instructed by the UK testing program. Negative results for these post-travel tests required by the UK will not shorten the quarantine requirement. Advise your local designated supervisor, stage manager, troop commander, mission commander, or aircraft commander **as well as RAF Lakenheath Public Health** of any positive result.
- **All international travelers departing England are required to fill out and carry a Declaration for International Travel for available at:** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/971450/declaration-form-for-international-travel-before-29-march-2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/971450/declaration-form-for-international-travel-before-29-march-2021.pdf). **US forces on official travel are exempt from this requirement and will instead present travel orders and military ID when questioned. More information is available at:** <https://www.gov.uk/guidance/coronavirus-covid-19-declaration-form-for-international-travel>

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Individuals without symptoms may elect or be required by UK law to take Lateral Flow Device (LFD) COVID tests. If an LFD test indicates a positive result, isolate immediately IAW this document. Notify your local unit sponsor and RAFL Public Health of this presumptive positive result within 1 hour as described in the Reporting Requirements section. Individuals must also report LFD test results within 24 hours to the UK via <https://www.gov.uk/report-covid19-result>.

Positive LFD results must be confirmed via Polymerase Chain Reaction (PCR) via the UK at <https://www.gov.uk/get-coronavirus-test>. Notify your local unit sponsor and RAFL Public Health of the PCR test result. If the PCR test result is negative discontinue isolation. If the PCR test is positive, isolation and quarantine continue as described in this document. Notify your local unit sponsor and RAFL Public Health of either PCR test result.

IAW FHP Supplement 16, personnel deploying outside the UK must quarantine for 14 days prior to departure unless quarantine is required at the destination location, and obtain a negative COVID test within 3 days of departure or provide documentation of recovery from COVID-19 within 90 days if acceptable by destination authorities. Personnel completing quarantine prior to departure should travel in a manner that minimizes exposure in-transit (e.g. mil/contracted air).

Additionally, per DoD FHP Supp 14, service members traveling to the United States from a CDC THN Level 4, 3, or 2 location will quarantine for 14 days or 7 days, if COVID test is taken within 48 hours prior to the 7th day, upon arrival. DoD family members and civilian employees are strongly encouraged to do the same.

**Exception:** Currently, only transient aircrew/personnel (considered “airside” for a 24-hour enroute stop) and those personnel executing activities listed in Attachment 1 *Essential Defense Activities List* have received a Ministry of Defense Exemption from both UK quarantine and/or entry testing regulations and will work with their local sponsor to ensure all required paperwork has been completed and is in their possession.

All transient personnel will continuously self-monitor for symptoms of fever, difficulty breathing, and cough. In the event of symptoms, and if not already in quarantine, the member will immediately quarantine in their room IAW latest DoD/RAFM guidance, contact the 48 MDG appointment line at DSN 314-226-8010 during normal duty hours or **the Emergency Room after hours/weekends/holidays via DSN 226-4226 (01638 52 4226) as well as** notify their local sponsor. The member may be moved to a different room or facility during their isolation period and will continue to isolate until they have been released by a medical provider. Should the member test positive for COVID-19, they may be moved to a different room or facility during their self-isolation period. Personnel who have been in contact with a COVID-19 infected person will contact 48 MDG Public Health. DSN 314-226-8777 during normal duty hours or the 100 ARW Command Post after hours. The designated supervisor, stage manager, troop commander, mission commander, or aircraft commander are responsible for daily care and feeding of quarantined and self-isolated members. **Support shall include, but not be limited to, prepared food, groceries, personal care products, and laundry services.**

**Restricted Travel.** All transient personnel must adhere to ever-changing UK/DoD/RAFM policy of COVID-19 restrictions. There is a heightened sensitivity to US military members breaking UK policy and infractions will gain installation commander attention. Personnel are prohibited from leaving the installation unless transported to RAF Lakenheath or RAF Feltwell by RAF Mildenhall personnel in a Government-owned Vehicle (GOV) for official business only.

**Lodging.** Transient aircrew/personnel will be solely billeted on the installation until off-base lodging capacity is restored, in either the Gateway Inn or as directed by the 100 ARW/CC. Members may be double-billeted based on capacity and may need to bring linens, towels, and other personal items should contingency billeting arrangements be required. Transient aircrew/personnel will remain in their rooms to the maximum extent possible and limit contact with other unless mission requirements dictate otherwise.

**Food.** All personnel, not in quarantine or isolation status are authorized to use the Dining Facility and Flight Kitchen. Members will be required to adhere to physical distancing and face covering policies as directed for each facility. On a case-by-case basis and as necessity dictates, the aircraft commander, designated crewmember or troop

commander may make limited trips to the Commissary, BX and/or BX Express to buy required items for their crew/troops. If this occurs, the individual shall follow all COVID-19 hygiene protocols.

**Transportation.** 100 LRS will transport aircrew and MEP from the aircraft to command post, lodging, base operations and the base armory as applicable. Keep in mind buses are fitted for separation from the driver and only utilize half of the normal available room. Passengers will be transported to the passenger terminals by the 727 AMS and will then proceed to lodging by foot. Local sponsors are responsible for assisting with transportation requirements beyond these services.

**Masks and Social Distancing.** Face masks are not a substitute for social distancing; individuals should maintain 6 feet social distancing from those not in their household or support bubble at all times. All individuals on RAFM will comply with Department of the Air Force mask wear policy dated 16 Feb 2021 directing all individuals (ages two and older IAW CDC guidance), to wear masks continuously and maintain six feet of physical distancing except:

- In your home
- When in a private office with a closed door
- For brief periods of time when eating and drinking while maintaining 6 feet distance
- When mask is required to be lowered briefly for identification or security purposes
- When outdoors and proper physical distancing can be maintained
- 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
- When necessary to reasonably accommodate a religious belief
- When an individual is alone in a vehicle or sharing the vehicle only with members of their household,
- When use substantively interferes with the proper wear and use of personal protective equipment necessary for the accomplishment of one's military duties
- When personnel are in primary aircrew positions during critical phases of flight or emergencies; or when using flight crew oxygen equipment
- When clear or unrestricted visualization of verbal communication are essential to safe and effective operations

Masks must fit snugly around the nose and chin with no large gaps around the sides of the face and may be non-medical disposable masks or made with breathable or tightly woven fabric. Novelty or non-protective masks, masks with face ventilation valves are not authorized as a substitute. **For Military Health System beneficiaries, if you feel that you have a condition that prevents you from complying with mask wear requirements, contact your primary care provider via the appointment line. Cases will be reviewed by your healthcare provider and the MDG Chief of Medical Staff.** If you are unable to wear or cannot tolerate a mask due to such a condition, consider adaptations and alternatives, such as a face shield. While off-base, follow UK guidance unless conducting official business and this directive is more restrictive.

Please direct questions to the 100 ARW Front Office at DSN 314-238-0100 during normal duty hours or the 100 ARW Command Post after hours at DSN 314-238-0100 or email at [100arw.cce@us.af.mil](mailto:100arw.cce@us.af.mil).



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