



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

22 February 2021

MEMORANDUM FOR ALL RAF MILDENHALL AIRMEN

FROM: 100 ARW/CC

SUBJECT: COVID-19 Commander's Directives (Consolidated COVID-19 CAT Directives)

Purpose: Provide up-to-date wing guidance related to our COVID-19 response in a way that is clear, concise, and readily accessible to all members of Team Mildenhall. **Key changes are noted in red.**

Method: This memorandum supersedes all prior Crisis Action Team Directives (CAT Dir), which are hereby rescinded effective immediately, with the exception of CAT Dir 34-Dorm and Lodging Resident Resiliency Groups and CAT Dir 38-Transient Personnel Policy. The directives set forth below will remain in effect until superseded or rescinded and apply regardless of an individual's COVID vaccination status. All personnel are required to follow the current Host Nation (HN) law and guidance (to include local alert restrictions in areas of residence or travel) unless the guidance stated below is more restrictive. Local COVID alert information and restrictions are available at <https://www.gov.uk/coronavirus>, under "What You Can and Cannot Do." Additionally, unless otherwise approved by the 100 ARW/CC, all facilities and activities will align with that authorized by the HN. Exceptions for 352 SOW facilities and activities, will be approved by the 352 SOW/CC.

Health Protection Condition. All Airmen are directed to observe **HPCON BRAVO** with additional **CHARLIE/DELTA** measures per C2IMERA.

COVID-19 Recovery Phase. All units are directed to observe **Recovery Phase 1** per their established unit recovery plans. Telework and split/staggered shift scheduling are available to Commanders and supervisors where there is minimal or no loss of productivity, and where mission and/or customer services are not adversely impacted.

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 alone 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**

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- 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. If you are unable to wear or cannot tolerate a mask due to a disability, 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. Case-by-case exemption authority is delegated to installation commanders for situations where safety or mission accomplishment is paramount.

COVID-19 Positive Test. All personnel who test positive for COVID-19 must report their status to unit leadership for reporting to the command post within **One Hour**. Personnel are responsible for reporting their dependents. 100 ARW Command Post will inform the Medical Control Center of any such notifications.

Accountability/Reporting requirements. Group Control Centers (GCC) and Unit Control Centers (UCC) shall remain in a warm status until further notice. GCCs/UCCs shall report the quarantine, isolation, or ROM status of unit personnel to include Command Sponsored dependents to inform the daily SITREP. This update will be emailed to the 100 ARW Command Post at 100ARW.CPY3@us.af.mil NLT 0900L each duty day. Unit leadership will identify and maintain roster of all RAF Mildenhall dorm resident Airmen and ensure they are separated IAW current DoD guidance.

DoD Stop Movement. The DoD is taking a conditions-based, phased approach to personnel movement. DoD service members and DoD civilian personnel, as well as dependents where travel is government-funded, will stop movement unless an exemption applies or an exception to policy (ETP) is granted by the 100 ARW/CC or first O-6 in traveler's chain of command. 352 SOW personnel will follow guidance linked below. Review the DoD Stop Movement gating criteria at:

<https://www.defense.gov/Explore/Spotlight/Coronavirus/>. For PCS/TDY travel, see AFPC guidance at: https://mypers.af.mil/app/answers/detail/a_id/46605/. For EUCOM AOR, see USAFE guidance at: <https://intelshare.intelink.gov/sites/usafe-afafrika/UASR/CV19/layouts/15/start.aspx#/SitePages/Home.aspx/>

- For 352 SOW specific guidance, see 352 SOW COVID SharePoint at: <https://usaf.dps.mil/sites/AFSOC-352sow/covid19/sitepages/home.aspx/>

Travel/Leave/Liberty. Individuals will stay at home unless required for work, school, outdoor exercise, visiting those in their support bubble, worship, buying goods/services from locations permitted to be open, medical concerns, or other activities outlined at <https://www.gov.uk/guidance/national-lockdown-stay-at-home?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>. Any such travel should be within local area. For on island travel that meets an exception as laid out in law and is outside the local area, the unit commander or equivalent is the approval authority. The approval authority for off island travel is also the unit commander or equivalent IAW host nation and 100 ARW guidance. Per USEUCOM GENADMIN 21-010, all personnel conducting official travel within the USAFE AOR or any travel to CONUS must have a negative COVID-19 test within 3 days prior to departure or documentation of COVID-19 recovery (subject to destination/airline requirements). 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.

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If 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, all personnel (including dependents and transient personnel) **are required to do the following:**

- **Prior to departure:** (1) obtain proof of a negative COVID-19 test within three days of departure to the UK for those aged 11 and above, and (2) 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. 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/>.
- **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 chain of command of positive test results.
- Traveling personnel and their squadron commanders will use the attached travel risk assessments prior to departing for leave, pass, PCS, TDY, or deployment travel, and again upon return.

Prior to all travel, military personnel must conduct a travel risk assessment (Attach 1). Dependents and civilian personnel must accomplish this risk assessment prior to official travel; all individuals are highly encouraged to complete a risk assessment before any travel. Individuals must also confirm any entry requirements or restrictions in destination locations (e.g. specific mask requirements for airlines), to include those prescribed in DoD travel policies. If the destination country’s status changes prior to departure, the travel must be re-evaluated with the squadron commander (or supervisor for civilian employees). Passports & PCS Orders shall be carried by all personnel traveling outside the UK. The purchase of travel insurance is highly encouraged.

Uniformed members from the 727 AMS, 488 IS, and 95 RS tenant units are encouraged to utilize this guidance in conjunction with their parent-command guidance. Members from the 352 SOW will adhere to guidance from their respective wing.

Restriction of Movement (ROM) Quarantine and isolation are valid military orders; military members who are directed to quarantine or isolate by their unit commander or the 48 MDG may be subject to administrative or disciplinary action for violations. Civilian employees, contractors, and dependents who do not receive medical care on-base will also follow guidance provided by the National Health Service.

- **QUARANTINE** means you may be at risk for developing COVID-19 infection due to travel or close contact with a confirmed COVID-19 positive individual. Balancing US and host nation guidance, as well as mission and mental health concerns, 48 FW policy follows:
 - Quarantine due to close contact: 10 days from last exposure to COVID positive individual, with no option to curtail quarantine through testing.
 - Quarantine due to travel: 10 days, with no option to curtail for countries on the UK “red list”/travel ban; for all other countries, 10 days with options to curtail quarantine as follows:
 - For official travel, to include dependents on PCS orders, commanders may direct “Command-directed, medically-executed” testing after 5 full days from arrival in England.
 - Upon receipt of a negative test result, the commander may allow early

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discontinuation of quarantine no earlier than completion of the 7th full day after arrival. 48 MDG will inform commanders on how to schedule the testing.

- Wing testing capacity is better than it has been, but there are still limits. If testing demand exceeds capacity the 48 MDG will suspend quarantine curtailment through testing. Normal time from test sample to result is 48-72 hours.
 - For non-official travel, individuals may obtain a test via an authorized private provider and discontinue quarantine on the same time schedule; this cost is currently non-reimbursable. A list of providers is available at www.gov.uk
 - Completion of the 10 day quarantine is associated with lower potential transmission of illness and should be considered the standard, unless mission, family, or resiliency needs necessitate the above exceptions.
- Quarantine Guidance
 - STAY AT HOME. Do not leave your home or private yard during your quarantine period except for medical requirements. Non-quarantined household members may leave home.
 - Take your temperature twice per day.
 - If you develop COVID-19 symptoms, contact the MDG appointment line at DSN 226-8010. Symptoms include fever, chills, body aches, headache, sore throat, cough, shortness of breath/difficulty breathing, and/or loss of smell or taste. More info is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html/>.
 - Travel quarantine exceptions: Individuals who are in quarantine due to travel and residing in the dorms, base lodging, or base housing are authorized to exercise outside for a maximum of one hour per day. During your time outside, do not leave the base, enter any buildings, attend gatherings or events, or come within 6 feet of any person. You may shop at the RAFL Commissary during advertised quarantine hours (Tuesdays and Thursdays from 0730-0830).
 - If residing in base lodging, personnel must wait until the hallway is clear of people before leaving their room, wear a face covering, and limit touching surfaces.
 - These exemptions do not apply to individuals who are in quarantine off-base.
 - **ISOLATION** means you have tested positive or have symptoms consistent with COVID-19 infection and are awaiting results of a COVID-19 test.
 - STAY AT HOME until you are released by a medical provider with a negative test result. If you test positive, STAY AT HOME until you meet all of the following criteria:
 - No fever for at least 24 hours (without use of fever reducing medication)
 - Other symptoms have improved
 - At least 10 days have passed since your symptoms started. If you never had symptoms, isolate until at least 10 days from the date of your positive test. If symptoms do not improve during the isolation period, contact your medical provider for further evaluation.
 - All household members will quarantine for 10 days, starting at the end of the isolation period or last contact with the COVID positive individual.
 - Stay in a private room with a private bathroom where available and avoid contact with anyone else in the household.
 - If you live in a dorm room or lodging, DO NOT LEAVE THE ROOM.

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- If you have symptoms and are awaiting results of a COVID-19 test, all members of your household must quarantine until you have been released by the 48 MDG.

Official Gatherings. Work-related duties, official gatherings and resiliency events/groups are a military necessity and are considered **mission critical**. Commanders may exercise discretion concerning the number of attendees at an on-base event deemed a military necessity, provided RAFM COVID-19 secure guidelines are in place.

Social Gatherings. Usage of off-base restaurants, pubs, and bars shall be IAW HN guidance. Do not meet socially with anyone you do not live with or are not part of your support bubble. Exercise in outdoor public places with the people you live with, your support bubble, or one person from another household is allowed.

Support Bubbles. Resilience and support of personnel and families, in particular unaccompanied Airmen and families of deployed Service members are priorities for Team Mildenhall. Follow HN “support bubble” guidance, available at: <https://www.gov.uk/guidance/making-a-support-bubble-with-another-household/>. Additionally, Dorm Airmen and Lodging Resident Resiliency Groups may partner with up to three other Airmen to become a support bubble. If traveling off base, all personnel must follow HN guidance.

Key Resources. For current DoD, UK, and CDC guidance, visit:

- DoD guidance. <https://www.defense.gov/Explore/Spotlight/Coronavirus/>
- General UK guidance. <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance/>
- Test before travel to England: <https://www.gov.uk/guidance/coronavirus-covid-19-testing-for-people-travelling-to-england/>
- UK “red list”/travel ban: <https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19#travel-bans-to-the-uk---banned-countries/>
- **UK quarantine hotel and day 2/8 post travel test booking portal:** <https://quarantinehotelbookings.ctmportal.co.uk/>

Keep up the fight. The best defense against COVID-19 is following medical guidance and executing good hygiene and social distancing. Continue to be vigilant in handwashing and the use of hand sanitizer, covering your coughs/sneezes, staying home when you are sick, staying away from others who are sick, routinely cleaning all frequently touched surfaces, etc. If you develop symptoms consistent with COVID-19, contact the 48 MDG Appointment Line at DSN 226-8010.

End State: The 100 ARW will continue to provide a ready force and strategic forward base, while ensuring the safety of our Airmen, their families, and the local community. Every scenario cannot be envisioned. Commanders and supervisors are therefore empowered to make well-reasoned decisions or implement mission specific additional requirements to meet the intent of this memorandum.

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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.



S. TROY PANANON, Colonel, USAF
Commander

2 Attachments:

1. Pre-Travel Risk Assessment Tool (CAO 4 Jan 2021)
2. Return-Travel Risk Assessment Tool (CAO 4 Jan 2021)

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ATTACHMENT 1

PART I					100 ARW PRE-TRAVEL WORKSHEET (CAO 4 JAN 21)					
CHECK THE APPLICABLE MODES OF TRANSPORTATION										
PRIVATE MOTOR VEHICLE			AIRPLANE		BUS		TRAIN		OTHER _____	
DEPARTURE DATE				FINAL DESTINATION						
PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL										
Date	Departure Point	Arrival Point	Length of rest period	Approximate Mileage						

PART II.									
OTHER INFORMATION (LOCAL INFORMATION, GROUP BRIEFINGS, ETC.)									
<p>(1) Does the member have any signs/symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) If yes, member must contact the 48 MDG appointment line at 226-8010.</p> <p>(2) In the past 14 days, has the member had contact (< 6 ft for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19 or returned from travel to a non-UK COVID-19 TRAVEL CORRIDOR?? If yes, member must not travel until at least 14 days after last exposure or return from travel.</p> <p>(3) Is the member familiar with how to self-monitor and actions to take if ill? (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).</p> <p>(4) Has the member read and is familiar with all current DoD/USAFE/48 FW Policy regarding COVID-19 travel?</p> <p>(5) Does the intended travel itinerary fall outside of the UK COVID-19 TRAVEL CORRIDOR? If so, check globalepidemics.org for "red" or "orange" locations, which should be avoided. (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors)(https://globalepidemics.org/key-metrics-for-covid-suppression/)</p> <p>(6) For on-island travel, has member checked England COVID Alert Levels and/or local restrictions for the destination? Avoid non-official travel to those areas where prohibited, "Very High" England risk areas and Tier 3 or 4 risk areas in Scotland; this travel must be approved by the squadron commander. (https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know/)</p> <p>(7) Is the member at increased risk of severe illness of COVID-19? https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html</p> <p>(8) Is a COVID-test required prior to travel? Official travel: commanders schedule testing via COVID-19 CC's Sharepoint page. Non-official travel tests available via providers at gov.uk.</p> <p>(9) Amplifying Details: Reason for travel (Death in family, leisure etc.), COVID-19 Mitigation and Safety plan while traveling and during leave, actions required at completion of travel (quarantine required? If so, member's plan for doing so), and impact to unit (2nd/3rd order effects). Current AFPC guidance at https://myers.af.mil/app/answers/detail/a_id/46605.</p> <p style="text-align: center; margin-top: 20px;">For travel to destinations listed as travel corridors, validate there are no disqualifying destination entry restrictions</p> <p>Members Cell Phone #: _____</p> <p>Emergency Contact #: _____ Name: _____ Relationship: _____</p>									
<u>I understand that if I become COVID + as a result of my negligence or lack of safety measures, I may be subject to potential UCMJ action.</u>									
NAME, GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED					SIGNATURE OF INDIVIDUAL BRIEFED				
DATE BRIEFED		BRIEF AND REVIEWED/APPROVED BY NCOIC/OIC							
DATE APPROVED		APPROVED BY UNIT/CC							

ATTACHMENT 2

PART I				
100 ARW POST-TRAVEL WORKSHEET (a/o 4 Jan 21)				
CHECK THE APPLICABLE MODES OF TRANSPORTATION				
PRIVATE MOTOR VEHICLE	AIRPLANE	BUS	TRAIN	OTHER _____
DEPARTURE DATE		FINAL DESTINATION		
PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL (OR DEVIATIONS FROM PREVIOUS T-RAT)				
Date	Departure Point	Arrival Point	Length of rest period	Approximate Mileage
PART II.				
OTHER INFORMATION (LOCAL INFORMATION, GROUP BRIEFINGS, ETC.)				
<p> (1) In the last 14 days has the member experienced symptoms of COVID-19? (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) If yes: Isolate and call the 48 MDG appointment line at 226-8010 </p> <p> (2) During travel, has the member had contact (< 6 ft for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19? If yes: 10-day ROM from the last exposure to the known positive individual. </p> <p> (3) Is the member familiar with how to self-monitor and actions to take if ill? (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). </p> <p> (4) Do any travel location(s) require ROM IAW UK Guidance? Validate any changes. (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) If yes: initiate 10 day ROM from date of departure of most recent non-exempt destination. </p> <p> (5) Did traveler(s) adhere to physical distancing, cohort integrity and personal hygiene throughout travel duration? If yes: 10-day self-observation. If no: 10-day ROM (discretion of Unit CC, as needed Unit CC may consult with installation PHEO or AF Public Health office). </p> <p> Current AFPC guidance may be found on https://mypers.af.mil/app/answers/detail/a_id/46605. </p> <p> (6) Amplifying Details: Reason for travel (Death in family, leisure etc.), COVID-19 Mitigation and Safety plan while traveling and during leave, actions required at completion of travel (quarantine required? If so, member's plan for doing so), and impact to unit (2nd and 3rd order effects). </p>				
Members Cell Phone #: _____				
Emergency Contact #: _____ Name: _____ Relationship: _____				
<u>I understand that if I become COVID + as a result of my negligence or lack of safety measures, I may be subject to potential UCMJ action.</u>				
NAME, GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED			SIGNATURE OF INDIVIDUAL BRIEFED	
DATE BRIEFED	BRIEF AND REVIEWED/APPROVED BY UNIT/CC			
DATE APPROVED	APPROVED BY			