



**DEPARTMENT OF THE AIR FORCE
517TH TRAINING GROUP (AETC)
PRESIDIO OF MONTEREY CALIFORNIA**

1 April 2020

MEMORANDUM FOR ALL 517 TRG PERSONNEL

FROM: 517 TRG/CC

SUBJECT: Pandemic Order Number 1

1. The purpose of this order is to protect the health and safety of the 517 TRG population during the Covid-19 outbreak. This order will remain in effect until rescinded by me.

2. PROHIBITED ACTIVITIES

a. Applicable State or Local Laws. All personnel shall comply with applicable provisions of any state, county, or municipal shelter in place/lockdown, etc. order created for the purpose of containing the COVID-19 pandemic, including when the prohibitions are more restrictive than this Order. Individuals are ONLY exempted local civilian orders while commuting to and from work or actually performing DoD missions in an authorized status.

b. Limitations on Travel for Service Members.

(1) Service members residing on the installation in barracks, family housing, or in lodging. Service members shall not leave the installation on which they reside unless they are identified as mission essential personnel who cannot perform their duties virtually or by telework, and are commuting to and from, or actually performing, military duty, or to perform necessary tasks, as defined below.

(2) Service members residing off-post. Service members residing off-post may only travel between their residence and military installations if they are identified as mission essential personnel who cannot perform their duties virtually or by telework and are commuting to and from, or actually performing, military duty, or to locations necessary to perform necessary tasks as defined below.

(3) Necessary Tasks defined: obtaining the following: healthcare or medication (to include health care or medication for a dependent), groceries, household supplies and repair materials, laundry or dry cleaning services, pet supplies, automotive supplies and repairs, gas or electricity to fuel a vehicle, prepared food, banking or postal needs, or caring for a relative in the local area who lives in a separate household.

(4) "Installation," method and frequency. Service members shall adhere to the social distancing requirements discussed below while accomplishing travel and tasks and shall perform necessary tasks as infrequently as possible to meet the service member's and his/her immediate family's needs. "Installation" includes all geographic locations which provide the services the service member routinely uses to perform mission and/or to sustain service member and family.

c. Social Distancing.

(1) All personnel shall maintain a 6 foot separation distance from all other personnel at all times, both indoors and outdoors, unless there is no reasonably possible alternative. Situations in which there is no reasonably possible alternative are very limited, such as a medical examination or the interaction with a cashier when purchasing food.

(2) Service members residing on post are authorized to perform physical fitness outdoors on post. Service members residing off post are authorized to perform physical fitness outdoors off post (to include traveling to and from the location for physical fitness), if it is permitted by local civilian directives. Service members shall not exercise in a group of more than 6 persons, and shall maintain at least 6 feet of separation between every person.

(3) Individual barracks rooms are limited to the use of the assigned occupant(s). No other personnel are allowed in any given barracks room, except when performing an assigned task on behalf of the command, *e.g.* a health and welfare inspection.

(4) Gatherings. Service members shall not gather in day rooms, outdoors, at a dining facility, off post or at any other location for parties or other social purposes. Service members utilizing Wi-Fi for virtual classrooms or teleworking shall select a location which enables them to maintain social distancing. Service members who need to share information for a group task shall use virtual meetings and telecons to the greatest extent possible. When in person meetings are absolutely necessary, all participants shall maintain social distancing.

d. Hygiene (On or Off Post).

(1) Each individual shall wash his/her hands with soap and water for a minimum of 20 seconds, or use a hand sanitizing gel, when entering areas used by other personnel, or prior to touching his/her face, after being in an area used by others.

(2) All personnel shall disinfect high touch areas in their immediate area, or as directed by supervisor, at least twice daily. Examples of high touch areas include desks, light switches, door handles, microwave door handles, faucets, etc.

e. Restriction of Movement. Service members shall adhere to the directives of medical personnel and commanders regarding an Order into Quarantine or Isolation. Civilians and family members are required to adhere to civilian health officials who direct quarantine or isolation. In the event that civilian health officials agree that the military commander is authorized to direct civilian quarantine or isolation, due to the scope of COVID-19 infection in the local area, civilian employees and family members shall comply with military orders to quarantine or isolate.

(1) Military medical personnel, civilian health officials or commanders may direct quarantine due to recent travel to high risk areas, or recent contact with a person confirmed to have COVID-19.

(2) Quarantined personnel shall immediately inform their chain of command or supervisor if they, or the quarantined family members, exhibit any medical symptoms of COVID-19. Quarantined personnel shall immediately notify a health provider or seek medical care if they exhibit severe medical symptoms, *e.g.* temperature of 100 F or higher or tightness of chest or inability to draw full breath.

(3) Personnel confirmed to have contracted COVID-19 shall be isolated in designated on post facilities or their individual residence for a period of no less than 14 days, or until medical providers determine that the individual is no longer contagious.

(4) All quarantined or isolated personnel shall cooperate with the directives of the Garrison Commander (GC) for the installation to which the individual is assigned, the GC's designees, civilian health authorities, and medical personnel. Directives include monitoring the viral process.

(5) Personnel who are quarantined or isolated at a facility other than their home shall comply with directives concerning conduct within the quarantine or isolation facility, to include any limitations concerning contact with other personnel in the facility.

(6) All personnel who are not currently quarantined or isolated are prohibited from entering designated quarantine or isolation facilities, except personnel performing duties ordered by the GC, civilian health official or medical provider. Personnel who are quarantined or isolated in their home, or who have a family member quarantined or isolated in the family home, shall limit the contact between those who are and who are not isolated to the greatest extent possible.

f. Alcohol. Service members shall not consume alcohol within 8 hours before the start of the duty day, as defined by the chain of command, regardless of whether the duty will be performed in person, by virtual attendance, or by teleworking.

g. Hoarding/resale. Service members shall only purchase the amount of goods from the Commissary and AAFES as is required to meet the reasonable near term needs of the service member and his/her immediate family members. Service members shall not purchase items to give or resell to individuals not authorized to purchase those items at the Commissary and AAFES.

3. EXCEPTIONS.

a. Exceptions to this order requires my prior written approval. Submit all request for exceptions through your chain of command.

b. Emergency situations involving possible loss of life, limb, or eyesight should be handled as an emergency, not requiring prior approval. When the exigency has passed, the service member shall immediately notify his/her chain of command of the action taken and the nature of the emergency.

c. Official travel directed by the chain of command is not affected by this order.

4. Violations of this order are punishable under Article 92 of the Uniform Code of Military Justice. Questions about this order should be routed through your chain of command.

5. Although I do not have the authority to limit the movements of DoD civilian employees and contractors, I strongly encourage you to adhere to the requirements of this order. Limiting your movements in accordance with this order not only reduces the risk of you contracting COVID-19, but also reduces the risk of unknowingly spreading the virus.

STEPHANIE R. KELLEY, Colonel, USAF
Commander