



HEADQUARTERS
SPECIAL OPERATIONS COMMAND AFRICA
UNIT 30401
APO AE 09107-0401

ACSO-DCO

28 July 2020

MEMORANDUM FOR ALL SOCAFRICA PERSONNEL

SUBJECT: Force Health Protection and Travel Guidance for SOCAFRICA Personnel and Persons Accompanying the Force Regarding Coronavirus Disease 2019 (COVID-19) **Mod 1**

Mod 1 (2) updates guidance for air travel COVID testing and quarantine requirements for official and unofficial travel in the EUCOM AOR (p.7) and (2) provides additional guidance for completing the COVID protocol memorandum template for newcomers (p. 6 and Encl 10).

1. References.

- a. Centers for Disease Control and Prevention (CDC) COVID-19 website, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- b. Secretary of Defense Memorandum, Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions, 22 May 2020
- c. Secretary of Defense Memorandum, Guidance for Commanders on Risk-Based Changing of Health Protection Condition Levels During the Coronavirus Disease 2019 Pandemic, 19 May 2020
- d. Secretary of Defense Memorandum, Department of Defense Guidance on the Use of Cloth Face Coverings, 5 April 2020
- e. U.S. Army Europe General Order Number 1-C, Public Health Measures for U.S. Army Garrison Stuttgart, 5 June 2020
- f. SOCAFRICA General Order Number 1-C Implementation Memo,
- g. FRAGO 12 to USAFE-AFAFRICA TASKORD CORONA VIRUS DISEASE 2019, 29
- h. USAFRICOM COVID-19 Updates, <https://www.africom.mil/covid-19-updates>
- i. USAFRICOM, Updated Force Health Protection Guidance for Coronavirus Disease 2019 (COVID19), 19 June 2019 and attachments
- j. Department of Defense, Coronavirus: Latest DoD Guidance Website, <https://www.defense.gov/Explore/Spotlight/Coronavirus/Latest-DOD-Guidance/>

2. Applicability. Guidance in this memorandum takes effect immediately and applies to all military and civilian personnel assigned, attached, or on temporary duty to SOCAFRICA. In addition, recommended guidance for persons accompanying the force (dependents and contractors) is also included. It supersedes the memo dated 25 June 2020.

3. Purpose. Align and implement Force Health Protection (FHP) and travel guidance and standards for return to work within the command at both garrison and forward-deployed locations, consistent with USAG Stuttgart, USEUCOM, and USAFRICOM protocols as applicable. Based on local COVID-19 epidemiological information, and as the global COVID-19 pandemic risks to SOCAFRICA in Germany and across forward operating locations in Africa decrease, appropriate FHP measures will reflect this changing environment. As local authorities continue to gradually adjust public health restrictions

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commensurate with the virus infection rate, SOCAFRICA will align as practical with these changes and increase HQ workload and manpower accordingly. **Risk mitigation remains the priority.**

4. Commander's Guidance. We must ensure the readiness of SOCAFRICA to perform our steady state and crisis management functions while looking out for the well-being of our force. Readiness includes our maintaining our JOC, our critical OPT functions, and the health of our people.

In order to manage our mission load, we will revisit our priorities with the staff weekly to help focus our efforts and reduce unnecessary stresses on our formation. We can't always reduce mission requirements, but we can become more efficient if we make a continuous effort to see ourselves.

5. Return to Work Implementation Guidance

a. Concept. SOCAFRICA must mitigate a "second wave" of case incidents by using a deliberate and informed approach to increasing personnel within the HQ and staff task load. Leaders at all levels are charged with assessing the risk to their personnel and our empowered to modify their return to work plan if/when undue risk of COVID-19 transmission is assessed. The **end state** is a headquarters capable of accomplishing pre-contingency tasks with new post-contingency health protection measures below. **All personnel will continue to undertake the FHP measures discussed below in order to break the chain of transmission, minimize risk of infection and safeguard the health and safety of the command.**

b. Workplace Safety and Cloth Face Coverings. Physical distancing and public health measures remain in place. Individuals should use only their own desk, computer, phone, etc. **Minimum workspace distancing is 6 feet of separation between individuals. If 6 feet of physical distance cannot be maintained within parts of the workplace, individuals will wear cloth face coverings. Exceptions to the mandatory wear of cloth face coverings will be approved by the Chief of Staff.** Firebreaks will remain in place, such as, conducting OPTs via VTC, minimizing in-person meetings that mix personnel outside the immediate work area, and limiting the size of in-person meetings, etc.

My Expectations for SOCAFRICA

I expect leaders at all levels to look out for the well-being of our forces while ensuring constant readiness for our primary missions.

Except under extraordinary conditions, I do not expect 100% return to work. We will revisit this decision monthly to adjust RTW goals as conditions warrant.

I task each Director to set the appropriate policy for their workforce and workspaces. Directors have full discretion to implement off-set work schedules, telecommuting, and other mechanisms to accomplish the mission and preserve the force. We will also work with families to ensure childcare needs are met.

I do expect Directors to bring their people together periodically for awareness and training to bolster a sense of connectedness and common purpose among everyone in our formation.

c. Personal Hygiene and Behavior. SOCAFRICA personnel should continue to focus on the 3 D's (**Distance**, **Disinfect**, and **Deliberate Decisions**) to prevent COVID-19. All personnel must have a cloth face covering available at all times. Face coverings must be worn in public places where physical distancing is not possible. All personnel should use good judgment. Leaders will support anyone who wants to wear a face covering indoors or outdoors while in uniform. The following personal behaviors help decrease infection risk:

Unique Work Spaces

Not all workspaces are the same, and some will have unique FHP requirements.

Directors are responsible for establishing and promulgating additional protective measures for their workspaces.

All personnel will remain cognizant of additional FHP measures established in each directorate and will adhere to and enforce them.

(1) Avoid where feasible public places where close contact with others may occur (e.g. shopping centers, movie theaters, stadiums, etc.), avoid local public transportation (e.g. bus, subway, taxi, ride share). If you need to go out or use public transportation, maintain 6 feet distance from others;

(2) Avoid shaking hands or other physical contact, or standing/ sitting closer than 6 feet from another person;

(3) Limit the use of desk spaces other than your own (i.e. don't "hot desk" work spaces, don't answer others' phones). When necessary, thoroughly disinfect all surfaces;

(4) Clean and disinfect frequently touched objects and surfaces (e.g. door knobs, telephones, keyboards, etc.) at least daily;

(5) Wash hands often with soap and water for at least 20 seconds;

(6) If unable to wash hands, use an alcohol-based hand sanitizer that contains at least 60% alcohol;

(7) Avoid touching your eyes, nose, and mouth;

(8) Evaluate daily travel and make deliberate decisions about your interactions in both your local community as well as surrounding areas. Small efforts can help slow the global spread of this disease; and

(9) Be familiar with, and respect local and/or host nation restrictions.

c. Remote Meetings. All key battle rhythm events, activities, and meetings will continue to be conducted virtually and will be adjusted to minimize contact between HQ members. The HQ SOCAFRICA standard remains that to the maximum extent practicable, Directorates and Special Staff will utilize virtual meeting capabilities (i.e., teleconference, SVTC) vice face-to-face meetings.

d. In-Person Meetings. When in-person meetings are determined mission essential (i.e., cannot be accomplished through virtual capabilities), attendance will be minimized

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such that adequate spacing can be maintained in the meeting location. **All in-person meetings in HQ SOCAFRICA require using physical distancing techniques - attendees will be separated by at least one meter.**

e. Accountability. For any meeting with 8 or more in-person attendees, the meeting POC will document attendees to facilitate possible social tracing efforts. Meeting organizers will retain a record of the date of the meeting, topic, location, seating chart, and personnel (by name) physically in attendance. Meeting organizers will collect the names of personnel in attendance and provide to the SJS for recordkeeping.

f. Teleworking. Where adequate physical distancing cannot be maintained or certain reasonable accommodations cannot be met to enforce the wear of face coverings in confined spaces, supervisors are encouraged to authorize teleworking to the maximum extent practicable.

6. Asymptomatic Testing. As required, SOCAFRICA personnel may be directed to be tested for COVID-19 as part of sentinel surveillance to support overall force health protection.

7. Actions for Symptomatic Members. Military or civilian employees who exhibit COVID-19 symptoms (fever, cough, shortness of breath, chills or shaking, sore throat, muscle aches, loss of smell or taste, headaches) will take the following actions.

(1) **DO NOT REPORT TO WORK;** if you report, you risk exposing everyone you come in contact with.

(2) Isolate and remain in quarters, except to seek medical evaluation and COVID-19 testing. When traveling for medical evaluation, minimize contact with others and wear a cloth face covering. The Stuttgart Army Health Clinic Respiratory Screening (drive-through) is open 0900-1500 Monday through Friday. See the Stuttgart Clinic website for available times for screening. If needed, individuals should seek care at a Germany Emergency room for evaluation if the clinic is closed or it is a medical emergency.

(3) Notify supervisor.

(4) Comply with applicable military or civilian procedures for reporting illness, seeking medical care, and, for civilian employees, being placed in a sick leave status.

(5) Remain in isolation for the duration directed by your health care provider.

(6) When in isolation, make every effort to avoid contact with other people, remain in quarters (request help for groceries or other requirements), and delay any travel not directed by your medical provider in order to reduce the possibility of spreading illness to others.

(7) Directorates and special staff will notify the SOCAFRICA JOC, HQ Commandant and Chief of Staff IAW paragraph 12.

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(8) Take the following additional actions when testing results or clinical evaluation lead to a diagnosis of COVID-19.

a) Assist with USAG Stuttgart contact tracing team information requests and comply with medical staff quarantine directives.

b) Disinfect the individual's workspace IAW SOCAFRICA Surgeon guidance.

(9) Follow return to work guidance found in reference (i). Confirmed or suspected COVID-19 cases will be released from isolation by Stuttgart Army Health Clinic or a host nation health care provider, and the Command Surgeon will endorse return to work.

8. Actions for Members Exposed but Do Not have Symptoms. Personnel who are asymptomatic but: (a) have been in contact with someone (including a family member or other person who resides or works with them) who was diagnosed with, or is suspected to have contracted COVID-19; (b) have traveled to / through or interacted with a person from a place where there is widespread community transmission of COVID-19; (c) have traveled outside of their country of residence (Germany for HQ SOCAFRICA) to or through a COVID restricted travel area; or (d) have been notified by a Public Health Official or other medical authority of possible exposure to a confirmed COVID-19 positive case (i.e., following a flight, the Airline or government agency contacts you to tell you there was a confirmed positive case on that flight), will:

(1) **NOT REPORT TO WORK FOR 14-DAYS**, unless otherwise directed by a qualified medical professional.

(2) Self-isolate by remaining in quarters to the maximum extent possible and monitor for symptoms, notify supervisor on a daily basis.

(3) If symptoms develop, contact by phone or electronically their primary care provider for health care instructions, and their supervisor for accountability and reporting.

(4) Make every effort to avoid contact with other people, remain in quarters (request help for groceries or other requirements), and delay any movement outside of quarters not directed by your medical provider in order to reduce the possibility of spreading illness to others.

(5) Supervisors will review leave status (i.e., leave, permissive TDY, "weather and safety" leave, etc.) and leverage telework as practicable in accordance with OPM policies (where possible, the SOJ6 will provide access to HQ networks from remote locations). **Supervisors may approve "work in quarantine" conditions provided capabilities are available to do so.**

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(6) Directorates and special staff will notify the SOCAFRICA JAG, HQ Commandant and CoS.

(7) Follow return to work guidance. Command Surgeon will endorse return to work.

9. PCS/TDY to HQ SOCAFRICA. Personnel who are arriving at HQ SOCAFRICA on permanent change of station (PCS) or temporary duty (TDY/TAD) orders **will comply** with restriction of movement IAW the respective USAREUR and USAG Stuttgart protocols. Sponsors are responsible for keeping new personnel informed of the most recent host nation, garrison, and command guidance, rules, and restrictions. **Upon completing COVID testing and quarantine protocols, newcomers will coordinate with their supervisor and the Surgeon Office to receive their memorandum verifying two negative COVID tests and compliance with the COVID protocol (Encl 10). Also refer to MOD 1 of Sponsor and Newcomer Arrival and Quarantine Guidance dated 29 Jul 2020 for additional guidance.**

<u>Travel Steps</u>
1. Confirm departure location and destination locations are green .
2. Leave may be approved at anytime.
3. <u>One day prior</u> to departure, <u>re-confirm</u> departure location and destination are green. a. If the <u>departure location</u> is red the day before departure, leave is postponed or cancelled. b. If the <u>destination</u> is red , postpone or cancel the trip, or change destination to a green location. ***Non-refundable tickets do not entitle personnel to travel in to red zone.***

10. Official Visits to HQ SOCAFRICA.

a. HQ SOCAFRICA may host official visits by personnel arriving from outside the USAG-Stuttgart area only when the respective Director or their designee approves such visits as mission essential. Directors will report all visits to the command deck and surgeon's office.

b. If a requested travel waiver visit is determined "mission essential," visitors must complete (and bring with them) a Self-Health Screening Questionnaire no earlier than 48-hours before the requested visit. Visitors must be advised they could be subject to COVID-19 health screening upon arrival at HQ SOCAFRICA.

11. Official Travel and Leave/Pass Travel. SOCAFRICA will follow the travel guidance established by USAFRICOM in reference i, attachment 1. The Department of Defense and USEUCOM maintain a current list of locations assessed to be green on their website. USEUCOM has overall responsibility for assessing European nations for unrestricted travel. Likewise, USAFRICOM will be responsible for assessing African nations for unrestricted travel.

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a. Military and Civilian personnel remain **prohibited** from conducting official travel or taking leave in locations where conditions for unrestricted travel have not been met in order to limit the potential exposure to COVID-19 unless granted an exception to policy for mission essential, hardship, or humanitarian reasons. *Dependents are strongly encouraged to follow all of the guidance set forth in this policy.*

b. Travelers must comply with national/local border entry, transit, and quarantine requirements.

c. Unofficial travel is **not authorized** if it will result in an automatic quarantine upon return to duty station.

d. Travelers are also responsible for remaining aware of and following all local laws and regulations (including COVID related requirements) at points of departure and arrival, while in transit, and upon return to home station.

e. All unofficial travel is **subject to cancellation** if changes to travel restrictions go into effect before commencement of travel.

f. **DOD and EUCOM "Green" locations are constantly being updated, personnel must make sure they are aware of the current status of their proposed travel location.** All personnel will encouraged to travel with official passports (and tourist passports if available), a copy of assignment orders, and leave/pass approval documents

g. Post-Travel Actions.

(1) Following the completion of any travel, personnel will notify their supervisors of any changes to their planned travel itinerary which might have put them at risk for COVID-19, and will self-monitor and take actions as necessary.

(2) Air Travel. Personnel who travel by air WILL/WILL complete the "USAFRICOM Timed Testing" as outlined in the USAFRICOM memo dated 22 July 2020. While the protocol is encouraged for USAFRICOM personnel, it is **mandatory** for SOCAFRICA official personnel, and their dependents are strongly encouraged to participate. Specifically, official personnel (service members, contractor employees, and government civilians) will:

Travel Guidelines

The travel status of countries in Europe is dynamic and will **remain fluid**.

Travelers from the US may be denied entry by some European countries.

All SOCAF personnel and their dependents **will travel with their DoD ID cards, official passports, and a copy of their orders** in order to demonstrate they officially reside in the Europe and are not traveling from the US. Carrying tourist passports is also encouraged.

Friends and family members traveling to Europe from the US who are not on orders and/or do not have SOFA status **may be denied entry**. DO NOT ASSUME they will be allowed to enter solely because they are traveling with or visiting personnel stationed in Europe. Plan ahead and plan accordingly.

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(a) Enter strict quarantine upon return.

(b) Complete the COVID-19 PCR test at Patch Clinic within 24-hours upon return and remain in strict quarantine.

(c) Return to Patch Clinic for repeated PCR testing on day 5 and remain in strict quarantine until test result confirm a second negative test and the traveler has no symptoms.

(d) After the second negative test, official personnel may return to work provided they remain asymptomatic.

(e) Exceptions to the timed testing/quarantine protocol may be approved by Directors and Special Staff if required by the mission.

(f) Dependents and employees of other federal agencies detailed to SOCAFRICA that travel by air are encouraged to participate in the "Time Tested and Phased ROM Protocol" outlined above. Such personnel will not have authorized access to any SOCAFRICA-controlled space until they either receive a second negative test pursuant to the protocol or complete fourteen days of ROM after their last travel via air.

h. Cancelled Leave. Military and civilian personnel should maintain documentation of approved leave that has been cancelled due to COVID-19 operations or restriction of movement limitations.

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i. Exceptions to Policy/Waivers. The approval authority for waivers is the Commanding General, or the Deputy Commander in his absence. For any approved travel waivers, or travel authorized under a specific Exemption, supervisors, and traveling personnel will use Centers for Disease Control (CDC) and Department of State (DoS) travel advisories and Department of Defense (DoD) travel restrictions to determine risk of travel and potential mission impact prior to approving any official travel/ leave/ pass requests.

(1) Travelers will regularly monitor the following sites for travel information and advisories (incumbent on each traveler to adjust travel plans as needed):

What Does Green Mean?

It depends...

The European CDC looks for 14-day downward trends for COVID + no shielding or ROM requirements.

An E-CDC green country does not equal a green DoD installation

A green E-CDC country does not mean a garrison can't declare a region red. For example, E-CDC has declared Italy to be green, but USAG Vicenza has declared the Lombardi region to be red – no travel to or through Lombardi.

Green does not mean health protection measures are no longer required.

Bottom line – when planning travel, consult a variety of sources. Countries and DoD can change the status of a location with little or no warning for a variety of reasons.

Websites for Travel Planning & Health Advice

EUCOM "Green" Country List. This will be the **definitive reference** for travel and will be updated weekly or sooner if conditions warrant:

<https://socafrica.sof.socom.mil/hq/j6/j6sandbox/sofdashboard/SiteAssets/dashboard-prod/index.aspx/dashboard/54>

Europe Country Conditions and Special Travel Considerations: <https://reopen.europa.eu/en>

*** Check this for country specific requirements.

DOD Approved Departure/Arrival Locations (*Note: only European countries with US bases will be listed):

<https://www.eucom.mil/current-focus-areas/coronavirus-news-updates>

European CDC: <https://ecdc.europa.eu/all-topics-z/covid-19/14-day-incidence>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/indexhtml>

DoS: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

DoD: <https://www.defense.gov/Explore/Spotlight/Coronavirus/Latest-DOD-Guidance/>

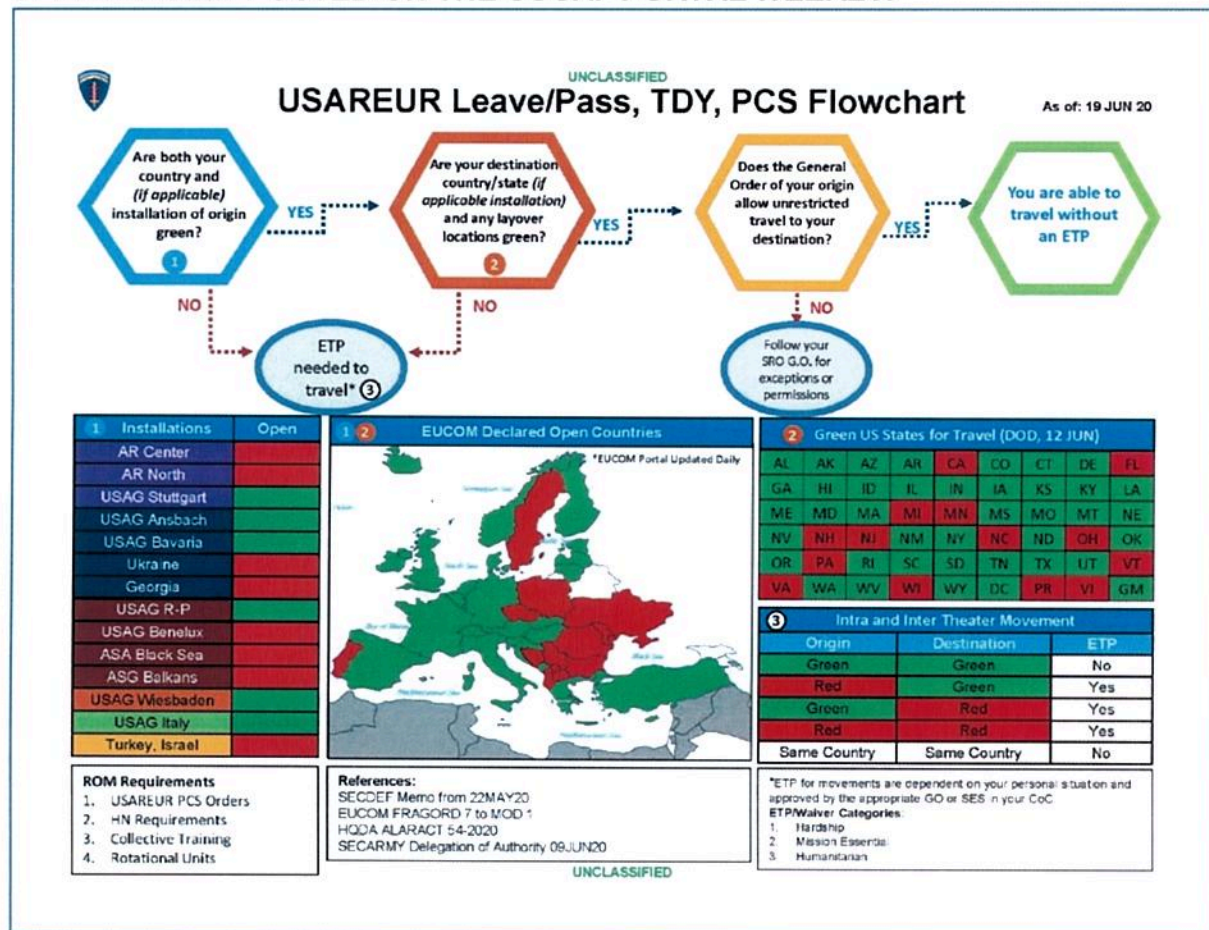
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(2) Travelers will enroll in the DoS Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/>.

j. Foreign liaison and exchange officers will notify their direct supervisors and also follow travel approval / reporting guidance issued by their respective national governments.

THE GRAPHIC BELOW IDENTIFIES THE MOST RECENT STATUS OF TRAVEL LOCATIONS AND FLOW FOR DETERMINING ABILITY TO TRAVEL. IT WILL BE UPDATED AND POSTED ON THE SOCAF PORTAL WEEKLY.



12. Guidance for Persons Accompanying the Force. Persons authorized to accompany the force are strongly encouraged to abide by the travel restrictions listed in this guidance. **Violations of the measures contained in this guidance by these persons have the potential to adversely affect the health and safety of the Service Members assigned to this Command and its ability to accomplish its assigned missions.** Dependents and contractors with "SOFA status" have an obligation to respect host nation law. Therefore, violations of these measures by these persons could

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result in the following administrative actions may be taken:

- a. Temporary or Permanent bar from post;
- b. Suspension or Revocation of Individual Logistical Support (ILS);
- c. Early Return of Dependents (EROD) subject to DoD travel restrictions; and/or
- d. Subject to the provisions of the NATO Status of Forces Agreement (SOFA), and the German Supplementary Agreement to the NATO SOFA, additional criminal and administrative sanctions may be imposed by the host nation.

13. This guidance is subject to change as the COVID-19 situation develops and will be modified accordingly. As such, this guidance remains in effect until modified or revoked.

14. The point of contact for this memorandum is the SOCAFRICA Chief of Staff.



R.J. SCHMIDT
Col, US Marines
Deputy Commander

Encls.

1. USAFRICOM, Updated Force Health Protection Guidance for Coronavirus Disease 2019 (COVID19), 19 June 2019
2. USAFRICOM Travel Guidance Memo, 19 June 2020
3. USAFRICOM COVID-19 Disinfection Guidance
4. USAFRICOM COVID-19 Guidance for Symptomatic Members
5. USAFRICOM COVID-19 Return to Work Guidance
6. USAG Stuttgart High Risk Personnel Guidance
7. USAFRICOM Telework Policy
8. Guidance on the Use of Face Coverings
9. USAG Stuttgart Public Health Emergency Guidance (pending release)
10. COVID-19 Protocol Verification Memo Template

TRAVEL

10. USAREUR Leave/Pass, TDY-TAD, PCS Flowchart with Green/Red Countries
11. DoD Travel Restrictions "Green" Locations



HEADQUARTERS
SPECIAL OPERATIONS COMMAND AFRICA
Unit 30401
APO AE 09107-0401

ACSO-

MEMORANDUM FOR RECORD

SUBJECT: Verification of COVID-19 Test Results and Authorization for Modified Quarantine for

1. _____ has notified their supervisor that they have had two negative COVID-19 tests taken at least 5 days apart (Day 0/1 and Day 5/6).
2. _____ has completed strict quarantine requirements IAW SOCAFRICA Memorandum for Record (MFR) concerning travel in a COVID environment.
3. Test results have been verified by the SOCAFRICA Surgeon's Office.
 - a. COVID-19 Test one - Negative Confirmed Unconfirmed.
 - b. COVID-19 Test two - Negative Confirmed Unconfirmed.
4. _____ is authorized to conduct modified quarantine activities commensurate with in-processing as identified in the Memorandum for Record above. **A copy of the MFR has been provided to the traveler.**
5. Point of contact for this memorandum is Supervisor (O5 or above) noted below:
6. This authorization is approved by the undersigned SOCAFRICA director, reachable at: