

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **934 AW**

# **COVID-19 Return to Base & Strategic Manning Guide (Civilian Supervisors)**



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# *Return to Base & Strategic Manning Guide*

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- **“In light of the COVID-19 pandemic, we have a difficult challenge ahead of us. How do we maintain mission readiness, while ensuring the health and safety of our Airmen and their families? This pandemic has affected all of us, and I know that many of you have already lost friends and family to this disease. As we resume operations, my number one priority is your safety. First, I ask you to be Wingmen. Protect each other and make sure that everyone in your unit is taking steps to reduce the spread of this virus. I also encourage you to innovate. Explore, and develop new ways to complete your mission that incorporate recommended safety measures. I have no doubt that you will rise to the challenge, exceed expectations, and become a stronger Air Force.”**

**Christopher Lay, Col, USAF  
Commander, 934 AW**



## *Protecting Vulnerable Personnel and their Families*

- The following medical conditions have been **associated with severe COVID-19 infections**:
    - Age > 65
    - Chronic heart or lung disease
    - Those with weakened immune systems due to an illness or medication
    - Severe obesity (BMI > 40)
    - Diabetes
    - Chronic liver disease or kidney disease (requiring dialysis)
  - Personnel who are **pregnant** or who have **newborns <1 year old** may also be at higher risk
    - While data is collected on the effects of COVID-19 and Fetal and Maternal health, the health of our Citizen and military Airmen is of the utmost importance.
  - **Contact your personal doctor** if you are unsure whether you are at high risk due to your chronic medical conditions
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## *Protecting Vulnerable Personnel and their Families*

- Personnel who are at risk or who live with family members who are at risk **should not participate** during an in-person UTA
    - Arrange telework for these service members if necessary OR
    - Allow alternative UTA during the week when less people are on base
    - If mission essential, should have minimal to no contact with other personnel during the UTA.
  - Supervisors will encourage service members who are at-risk or with vulnerable family members to identify themselves
    - Supervisors **SHOULD NOT** ask for specific health information
    - If there is a conflict between mission requirements and a request to telework, contact the PHO/PHEO at 612-713-1608 for assistance
  - Supervisors will work with teleworking personnel to develop a training plan for working remotely, follow on education
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**The following activities are expected to confer a HIGH RISK of spreading COVID-19**

- **Prolonged close contact within 6 feet of others**
- **Exposure to many different people during the duty day (e.g. customer service, medical)**
- **Large gatherings of people in close proximity**
- **Close contact in confined spaces**
- **Duties involving shared workspaces or equipment**



## *Reducing the Spread of Infection*

**In order to create a safe work environment during an in-person UTA, the following is required of all personnel:**

- **TELEWORK IS A PRIORITY:** Personnel who are able to complete all training and duties remotely should be encourage to telework during the UTA
  - **FLEXIBLE SCHEDULES:** Personnel should only work on base as long as necessary to complete mission requirements
  - **STAGGERED SHIFTS:** Personnel should be grouped with consistent teams
  - **MANDATORY SOCIAL DISTANCING** of at least 6 feet (about 2 arms' length) is required of all personnel while on base
  - **CLOTH FACE MASKS ARE MANDATORY** when in close proximity to others. Masks are not a replacement for social distancing.
    - Cloth face masks are required at all times in designated buildings (such as the BX)
    - Prior COVID-19 infection **is not an excuse** to not wear a mask
    - Only when masks pose a safety risk to personnel should they not be used. Understand that not using a mask increases the chance of spreading COVID-19.
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## *Reducing the Spread of Infection (cont.)*

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**In order to create a safe work environment during an in-person UTA, the following is required of all personnel:**

- Frequent handwashing and hand sanitizing is recommended
- Large groups or gatherings **are not permitted** unless social distancing can be maintained by all present
- Carpooling should be minimized
  - Consider sending one person to pick up lunches
  - If carpooling is necessary, masks should be worn by all personnel in the vehicle
  - Be aware, masks are required in all Minneapolis/St Paul establishments
- Barriers or partitions can be used to separate work spaces less than 6 ft apart
- When able, host virtual meetings to limit face-to-face interactions
- Consider closing shared spaces (e.g. break rooms) or frequently disinfect commonly touched surfaces

**Personnel of all levels should work to identify safety risks in their workplace and report recommendations for improvement up their chain of command**

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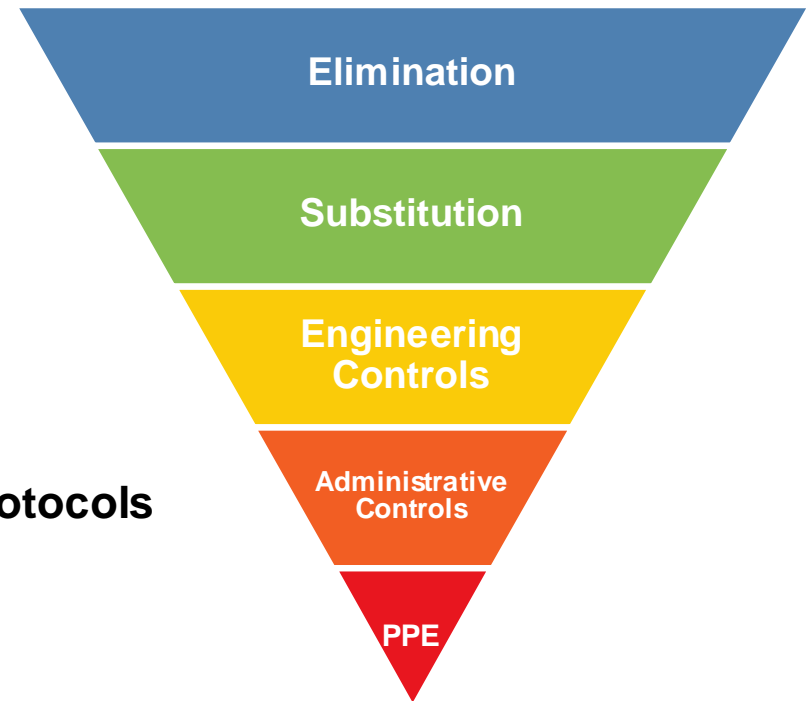
## *Reducing the Spread of Infection (Cont.)*

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### Hierarchy of Controls Approach to Prevention

- **Some measures are better than others at preventing the spread of infection. Elimination offers the best protection, while PPE is used as a last resort and offers the least protection**
  - **Elimination: Remove the hazard**
    - Telework
  - **Substitution: Reduce the hazard**
    - Only less vulnerable work high risk jobs
  - **Engineering controls:**
    - Installing or modifying equipment that:
      - separates workers from the hazard
    - Physical barriers, increased air flow
  - **Administrative Controls: Policies and protocols**
  - **Personal Protective Equipment**





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## *Reducing the Spread of Infection (Cont.)*

### Why is it important to wear a Cloth Face Mask?

- COVID-19 can be spread by infected individuals with no or minimal symptoms. Wearing a cloth face masks **PROTECTS YOUR WINGMEN AND THEIR FAMILIES!**



**“Each Civilian protects his or her fellow coworker with a mask. One weak spot and the phalanx shatters!” -Gen. Leonidas**



# *Cleaning and Disinfecting Work Areas and Surfaces*

## **Cleaning and Disinfecting Work Areas and Surfaces**

- Units are required to purchase supplies to clean and disinfect work areas
  - GPC can be used to purchase cleaning supplies, not personal supplies
- **Personnel who must share a workstation should disinfect the workstation prior to use**
- **Develop a plan to disinfect routinely touched surfaces at least daily (door handles, shared kitchenette equipment, light switches, etc.)**
- **Units are required to purchase supplies required to perform cleaning or disinfecting of work areas**
  - **Products should be rated against emerging viruses**
  - **Disinfectant wipes or sprays should be used according to the manufacturer's instructions**
  - **Disposable gloves should be worn when wiping surfaces**
  - **Warning: bleach products, while cost effective, should be used with caution as they can damage clothing and uniforms**



## *Cleaning and Disinfecting (Cont'd.)*

- Practice routine cleaning of frequently touched or used surfaces. Surfaces and objects in public places (handles, table, light switches, etc.)
- Stagger break/lunch schedule for common areas
- Purchase cleaners from the contracting approved listing,
  - Please avoid using bleach to clean as it can cause damage to clothing
- Units need to purchase disposable or reusable gloves for each person cleaning
- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap or water, then use disinfectant.



- Many hands make light work, ensure they are clean
- If soap and water is not available use hand sanitizer that is 60% alcohol
- If soap is available(preferred) ensure you take your time
  - Wash with soap and water, 20 seconds of friction
  - Rinse and turn off faucet with paper towel
  - Use different paper towel to dry hands





## Reporting Concerning Symptoms

- Personnel with symptoms concerning for COVID-19 **SHOULD NOT REPORT TO BASE**, should notify their supervisor, and seek civilian medical evaluation
  - Personnel living with symptomatic cohabitants, that have not received a negative COVID-19 test, **SHOULD NOT REPORT TO BASE** and should notify their supervisors:
    - Feeling feverish or chills, or having a temperature over 100.4 °F
    - Cough
    - Difficulty breathing
    - Fatigue
    - Muscle aches and body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - If you develop these symptoms during the UTA contact the ASTS 612-713-1676
  - If you develop symptoms within 2 days of your last visit to the Installation, contact public health 612-713-1608/1609
  - Personnel should request a doctors' note clearing them to safely return to work. If unable to request a doctor's note, members should be directed to contact ASTS for assistance.
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## *Reporting COVID-19 Infections and Isolation*

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- **Rapid notification of COVID-19 infection is MANDATORY**

**All Airmen are required to report if they test positive for COVID-19**

- **Contact supervisor first**
  - **Contact the 934 AW Public Health 24/7 number: #612-713-1608/1609**
  - **Public Health will perform an initial investigation and will notify ASTS and the member's commander as required**
  - **Airmen can expect to complete a contact tracing questionnaire**
  - **Airmen who are actively infected should self-isolate IAW their physician's guidance**
    - **According to the CDC, people who are infected with COVID-19 should not return to work until at least 10 days from onset of symptoms and 3 days fever free with improvement of symptoms**
  - **Workspaces used by personnel recently diagnosed with COVID-19 should not be used by other personnel until disinfected by custodial staff. This will occur at least 24 hours after the person was last in that area.**
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## *Controlling Infection in Exposed Personnel*

- **934 AW Public Health will investigate whether other service members or civilians working on base were exposed to an infected person**
  - **A base-wide email will be sent to inform all units of the exposure risk**
- **The CDC considers a **HIGH RISK EXPOSURE** to be **within 6 feet** of an infected individual for **over 15 minutes** up to 2 days before symptom onset**
- **Those considered to be at high risk of exposure will be advised to stay home in self-isolation and avoid contact with others for 14 days**
- **Those advised to stay home will monitor themselves and will contact their medical provider immediately if they develop any symptoms:**
  - **Feel feverish or have a temperature of 100.4°F or higher**
  - **Develop a cough or shortness of breath**
  - **Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea**





- Civilian personnel may telework even when a child or dependent requiring supervision is present at the alternative worksite. (DoD granted a temporary waiver of policy until December 31, 2020, to allow employees to telework in this situation.)
- The OMB memorandum noted above **encourages supervisors to extend telework flexibilities more broadly** to accommodate state and local responses to the outbreak, including, but not limited to, school closures. **While school may not be in session, summer camps and childcare may be limited.**
- Where an employee is teleworking and providing care to a child or dependent during duty hours, the employees must account for this time using appropriate leave as approved by his or her supervisor.
  - For example, an employee who feeds and supervises a young child multiple times during the day will need to take leave or, if on a flexible work schedule, adjust his or her hours.



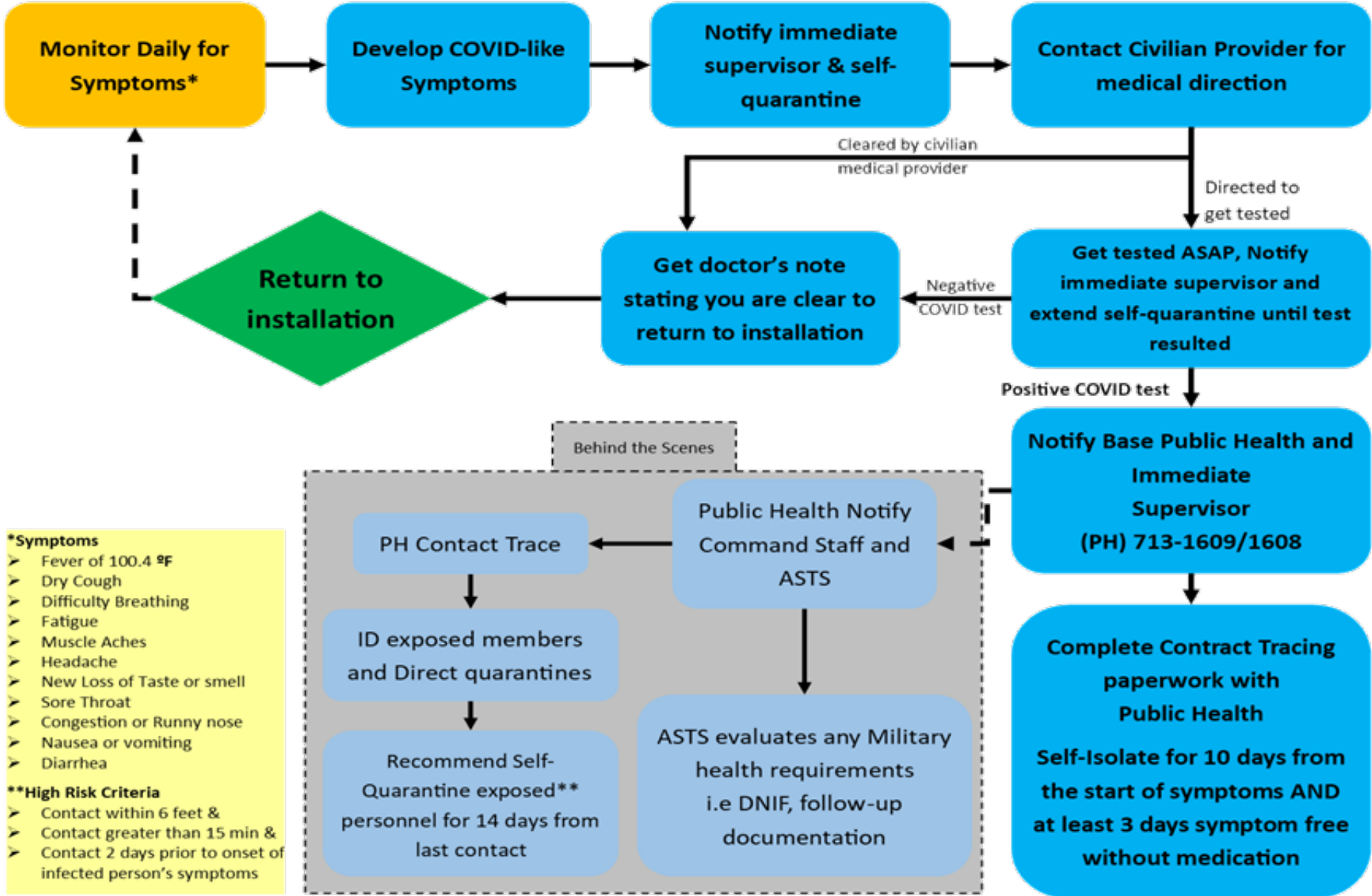
**Telework regular and recurring or ad hoc/situational can be intertwined** with any existing work schedules.

- **Combine in-person work and telework:** allows supervisors to provide the space to social-distance in the work place and maintain a productive workforce.
- Supervisors and employees remain flexible and work toward finding a solution to accomplish:
  - Conducting Customer Service related tasks; ID, mask fit testing, inspections
  - Base essential duties; technology updates, maintenance of work areas
  - Balance family care, health and wellness issues



- When is Weather and Safety Leave authorized?
- A DoD Component may authorize Weather and Safety Leave to a civilian employee under the following circumstances:
  - The employee is asymptomatic of COVID-19 and subject to movement restrictions (i.e. quarantine or isolation) under the direction of public health authorities.
  - The employee is asymptomatic and directed by a medical professional, public health authority, commander, or supervisor to not report to the worksite.
  - A commander or supervisor may direct the employee to stay home because of possible exposure or because the employee shows symptoms that might be COVID-19.
- The employee is asymptomatic and at higher risk to COVID-19 as identified by the CDC and not telework eligible. **This may be due to a member of the household who has COVID19 or a first order exposure.**

# Flowchart for FULL-TIME personnel (Mil and Civ)



- \*Symptoms**
- > Fever of 100.4 °F
  - > Dry Cough
  - > Difficulty Breathing
  - > Fatigue
  - > Muscle Aches
  - > Headache
  - > New Loss of Taste or smell
  - > Sore Throat
  - > Congestion or Runny nose
  - > Nausea or vomiting
  - > Diarrhea
- \*\*High Risk Criteria**
- > Contact within 6 feet &
  - > Contact greater than 15 min &
  - > Contact 2 days prior to onset of infected person's symptoms

Behind the Scenes

PH Contact Trace

Public Health Notify Command Staff and ASTS

ID exposed members and Direct quarantines

ASTS evaluates any Military health requirements i.e DNIF, follow-up documentation

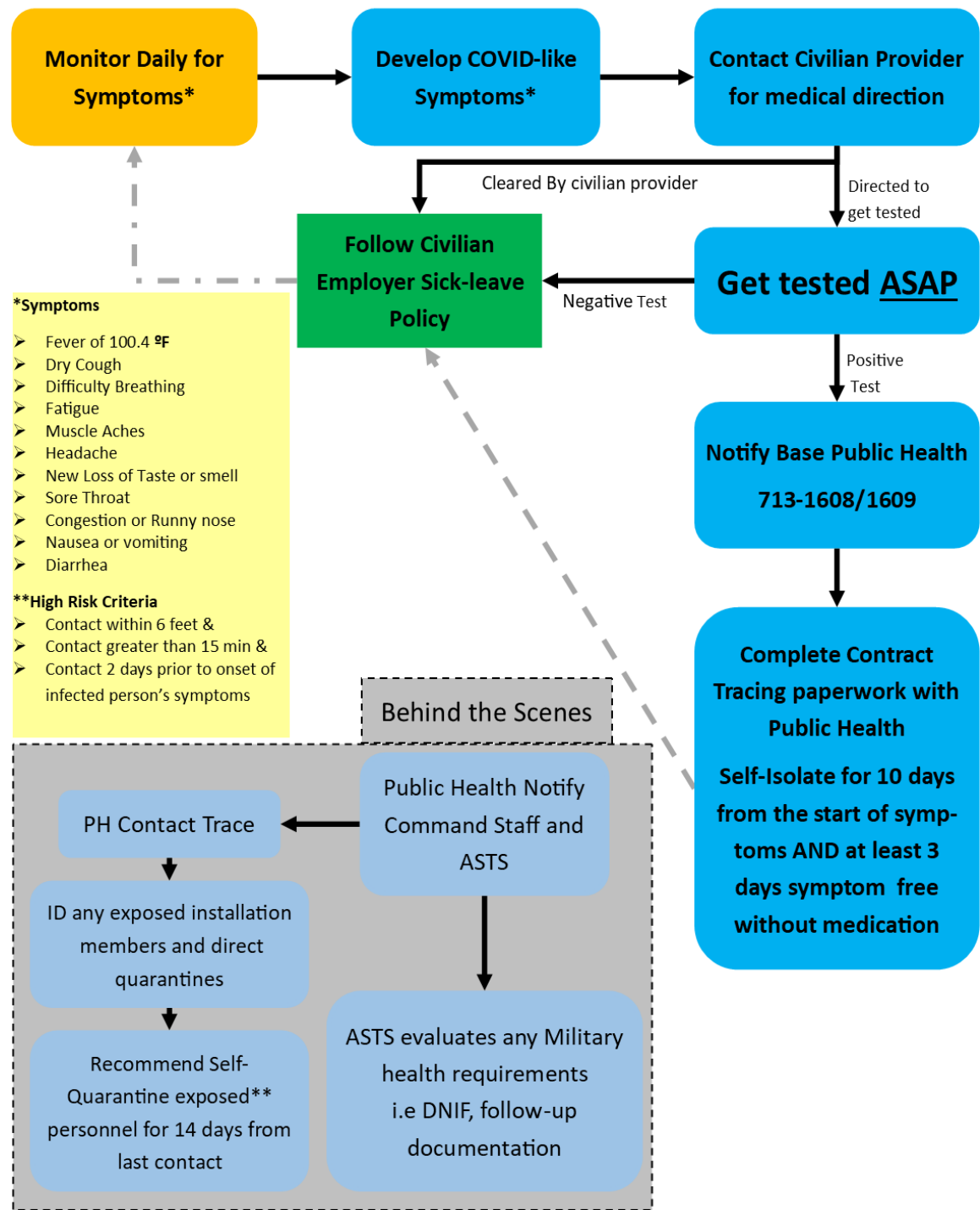
Recommend Self-Quarantine exposed\*\* personnel for 14 days from last contact

Notify Base Public Health and Immediate Supervisor (PH) 713-1609/1608

Complete Contract Tracing paperwork with Public Health

Self-Isolate for 10 days from the start of symptoms AND at least 3 days symptom free without medication

# Flowchart for Traditional Reservists (TR) not on status





- **Maintain social connections**
  - *Social distancing is imperative to limiting the spread of the COVID-19 virus, it's equally important to maintain social connections.*
  - Hold virtual meet ups (i.e. coffee date, happy hour, etc) with zoom, google duo, or skype
- **Mike Sanford 713-1159**
- **Liz Swanson, SARC, 713-1315**
- **Mike Johnson, Airman and Family Readiness, 713-1516**
- **Chaplaincy Corps: Chaplain Cooper and MSgt Simcox 713-1226**
- **Rita Shedd, DPH, 713-1224**



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## *Questions*

“  
**NO GOOD  
DECISION WAS  
EVER MADE  
IN A SWIVEL  
CHAIR.**  
”

George S. Patton  
-Chayo Smith

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