



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE, CALIFORNIA

30 June 2020

MEMORANDUM FOR ALL EDWARDS AFB AND AF PLANT 42 PERSONNEL

FROM: 412 TW/CC

SUBJECT: Edwards AFB & AF Plant 42 COVID-19 Comprehensive Directive

- REFERENCES:
- (a) U.S. President Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, 13 March 2020
 - (b) Secretary of Defense, *Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions*, 22 May 2020
 - (c) Secretary of Defense, *Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions*, 29 June 2020
 - (d) DoDI 5200.08, *Security of DoD Installations and Resources and DoD Physical Security Review Board*, 10 December 2005, Change 3, 20 November 2015
 - (e) Under Secretary of Defense (Personnel & Readiness), *Force Health Protection Guidance for the Novel Coronavirus Outbreak*, 30 January 2020, including all Supplements (currently 1 thru 11, effective 11 June 2020)
 - (f) Secretary of the Air Force, *Travel Restriction Delegations of Authority*, 16 March 2020
 - (g) AF/A1 GENADMIN, *Additional Guidance on the Transition to Conditions-Based Phased Approach to COVID-19 Personnel Movement and Travel Restrictions*, 30 June 2020
 - (h) AFI 36-3003, *Military Leave Program*, 10 May 2016
 - (i) AFI 10-2519, *Public Health Emergencies and Incidents of Public Health Concern*, 10 December 2019
 - (j) Air Force Manual (AFMAN) 31-113, *Installation Perimeter Access Control*, 2 February 2015, Incorporating Change 1, 27 July 2015, Corrective Actions applied on 3 September 2015
 - (k) Edwards AFB Declaration of Public Health Emergency, 27 March 2020
 - (l) Edwards AFB Renewal of Declaration of Public Health Emergency, 25 April 2020

This is a punitive order. Failure to observe the prohibitions and mandatory provisions in this memorandum by all DoD Service members while assigned to or present at Edwards AFB or AF Plant 42 is a violation of Article 92 of the UCMJ.

Military, civilian, and contractor leadership at all levels are expected to know, comply, model, enforce, and iteratively contribute to this Directive.

This memorandum rescinds and replaces the following previously issued guidance under my authority:

- *Edwards AFB COVID-19 Comprehensive Directive*, 8 June 2020

I. INSTALLATION COMMANDER'S INTENT: COUNTER-COVID-19 BEHAVIOR

1. In order to protect the health and safety of Edwards AFB and AF Plant 42 personnel, DoD Service members must fully execute all personal hygiene and health protection measures outlined by current Health Protection Conditions (HPCON) which can be found at www.edwards.af.mil/coronavirus.
2. Unless in their residence and when not otherwise required by Mission Essential, Mission Critical, and Operationally Necessary activities, all persons on Edwards AFB and AF Plant 42 will rigorously follow/exemplify appropriate physical distancing best-practices, aggressively strive for increased social connectedness, be great wingmen, and expect/enforce/encourage the same from the entire community.
3. I highly encourage everyone in the larger Edwards AFB and AF Plant 42 community, including civilians and cohabitants of military/civilian personnel, to voluntarily comply with personal hygiene and health protection measures including rigorous adherence with physical distancing. When elevated-COVID-19 risk activities are required among this segment of the Edwards community, minimizing risk of COVID-19 exposure benefits the individual, their family/co-workers, and the broader community.
4. Edwards AFB & AF Plant 42 Counter-COVID-19 Training course material is certified and, after employee notification timelines are complete, this training is required for all military and civil service members assigned to Edwards AFB and AF Plant 42. Completion of the training will be appropriately documented in personnel records. Contractor personnel with a primary duty location of Edwards AFB are highly encouraged to complete the Counter-COVID-19 training. All other members of the Edwards AFB and AF Plant 42 community are welcome to participate in the training on a space-available basis. Feedback from all participants is necessary to ensure the training is properly scoped for each cohort and remains relevant. The OPR for Counter-COVID-19 Training course material is Mr. David Ross, 412 FSS, at (661)277-1947 or david.ross.31@us.af.mil.
5. It is impossible for all COVID-19 related scenarios faced by members of the Edwards AFB and AF Plant 42 community and their friends/families/coworkers/cohabitants to be addressed in this Directive. Accordingly, when determining the detailed and nuanced applicability of HPCON and CDC guidelines, DoD Service members – with the approval of their supervisors – are required to comprehensively apply risk management principles before accepting increased risk of exposure to COVID-19. Supervisors will ensure other non-COVID-19 risks are included in the risk management assessment and mitigation. These multi-faceted, risk-based assessment and mitigation measures will be documented and retained by the member's supervisor. Members and supervisors will re-assess risk in a recursive manner as an activity with acceptable overall risk yesterday may have unacceptable residual risk tomorrow.
6. Face coverings are a vital counter-COVID-19 tool for all people when required to be within 6 feet of another person. Therefore, face coverings must be carried at all times when outside your domicile and must be worn at all times when approaching 6 feet of another person, on- or off-base. Face coverings are mandatory while in government buildings unless you are in your primary work location with high-confidence that you will not come in contact with other people. Wear a mask because you care!

7. While the Nation and our local communities are opening up establishments and resuming pre-COVID-19 activities, much of our risk to COVID-19 transmission has not abated. As you decide what activities to participate in, keep these principles that we *know* about the COVID-19 threat in mind:
- Air Circulation: Outside is always better than indoors; large spaces are better than small spaces.
 - Physical Separation: Yes; the minimum separation standard is 6 feet, but more separation is always better. Droplets exiting the human mouth or nose often travel well beyond 6 feet.
 - Duration of Exposure: The longer the time people co-mingle, the greater the risk of transmission.
 - Cohort Size: The fewer people in a given setting, the lower the risk. Additionally, when risk is realized and a member of a given group/cohort/team of individuals contracts COVID-19, the smaller the cohort, the smaller the required first-contact quarantine size.

8. All Edwards AFB and AF Plant 42 personnel are required to *respect* the COVID-19 threat. This paragraph lists examples of recommended activity/behavior best-practices incorporating the counter-COVID-19 principles in paragraph I.7. above:

- Follow the CDC guidelines at www.cdc.gov/coronavirus.
- Acknowledge the fact that many people infected with COVID-19 are asymptomatic.
- Habitually follow exceptional personal hygiene including thorough hand washing.
- Maximize telework to the extent it remains compatible with your work unit's mission.
- Remain home if you are exhibiting any COVID-19 symptoms.
- When gathering with people who are not recurring close contacts (e.g. cohabitants) and an outdoor setting is unrealistic, do so in the largest enclosed space possible with good ventilation.
- Avoid spending time in a residence or domicile that is not your own. If you must enter another residence, maximize the protective factors of the principles above to minimize COVID-19 risk.
- Avoid riding in a vehicle with people who are not recurring close contacts (e.g. cohabitants). To inform your risk acceptance decisions, consult with Public Health for ways to mitigate risk during your commute if you participate in a rideshare, carpool, vanpool or similar.
- Maximize separation between people; 6 feet is a minimum, not the standard.
- Deliberately minimize your time of exposure outside your recurring close contacts. For example, when shopping do so avoiding unnecessary duration of exposure; shop at off peak times of day.
- Minimize the number of contacts you make, remaining vigilant to the creation of close contacts.
- Keep a record of your non-recurring close contacts to increase contact tracing speed and efficacy.
- Consult Public Health when planning a formal event (e.g. promotion, retirement, et cetera) or Return to Full Capacity changes in work environments with personnel simultaneously at work.
- Avoid participation in large group gatherings; when unavoidable, maximize the beneficial factors of air circulation, physical separation, and minimize your duration of exposure.

II. COUNTER-COVID-19 LEAVE AND PASS GUIDANCE

1. The Edwards AFB, AF Plant 42, and surrounding communities are *not* a COVID-free area; they contain significant pockets of HIGH RISK of COVID-19 transmission. DoD Service members stationed or present at Edwards AFB and AF Plant 42 must minimize exposure to high density urban areas and avoid attendance at all large gatherings in any location. Examples of large gatherings include, *but are not limited to*:

- Theme Parks
- Clubs
- Casinos
- Concerts
- Professional or College Sporting Events
- Crowded Beaches

2. The Edwards AFB and AF Plant 42 COVID-19 Local Area originally required by reference (b) is rescinded. For Department of the Air Force (DAF) Service members, the local area definition reverts to that in reference (h), specifically as defined in paragraph 4.1.1.7: “The local area is the place where the member lives and from which he or she commutes to the duty station.” For non-DAF Service members, their equivalent governing instruction(s) apply. If another DoD Service does not have an analogous authoritative source for the definition local area, then those non-DAF Service members will apply the reference (h) definition of local area.

3. Non-official travel approval outside the reference (f) definition of local area (e.g. leave, pass, et cetera) has been reset by the SECDEF to the unit commander or equivalent and is not further delegable. Refer to references (c) and (g). In every instance, before granting DoD Service member non-official travel, the authorizing official will specifically ensure the member’s plan complies with section I, paragraphs 5, 7, and 8 of this Directive.

4. Leave approval authority withhold for DoD Civilians is rescinded.

III. EDWARDS AFB & AF PLANT 42 COVID-19-DRIVEN ACCESS REQUIREMENTS

1. Pursuant to references (d) and (i)-(l) above, the following directives remain in effect to protect the health and safety of all personnel, including visitors and dependents, at Edwards AFB and AF Plant 42.

2. All persons, including but not limited to: service members, dependents, retirees, civilian employees, contractors and visitors, are restricted from entering Edwards AFB or AF Plant 42 if:

- a. They are currently COVID-19 symptomatic (fever, shortness of breath, cough, et cetera); or
- b. They have been declared presumptive COVID-19 positive by a medical authority; or
- c. They have tested positive for COVID-19; or
- d. They have come in close contact with any of the following persons in the past 14 days:
 - A COVID-19 symptomatic person
 - A person who has been declared presumptive COVID-19 positive
 - A person who has tested positive for COVID-19
- e. Personnel that are restricted from entering Edwards AFB due to the restrictions in section III paragraph 2 may enter the installation for the purposes of medical treatment.

3. IAW CDC guidelines, all symptomatic persons meeting the criteria in section III paragraphs 2.a. through 2.d. above are prohibited from entering Edwards AFB or AF Plant 42 until at least 3 days (72 hours) have passed since recovery. Recovery is defined as: resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath, et cetera); and at least 10 days have passed since symptoms first appeared.

4. Any person who would fall under the restrictions in section III paragraph 2 and resides on Edwards AFB will be allowed direct access from the gate to their residence to self-quarantine/self-isolate in their residence until released from isolation or quarantine by Public Health.

5. There is no requirement to quarantine based solely on travel outside the COVID-19 Local Area. In compliance with references (c) and (e), squadron commander/director or equivalent may require pre- and post-travel health status assessments and/or impose risk-to-mission based physical separation requirements, up to and including a 14-day quarantine. Squadron commanders/directors will consult with Public Health to determine appropriate risk mitigation measures in consideration of mode of travel, route of travel, and local conditions during travel.

6. Access to Edwards AFB and AF Plant 42 remains restricted until a return to HPCON-ALPHA or HPCON-0. Specifically:

- a. Under HPCON-DELTA, access to Edwards AFB and AF Plant 42 will be restricted to Mission Critical personnel only. Unless residing on Edwards AFB, all personnel including retirees, retiree dependents, and veterans who do not work on the installation supporting Mission Critical activities will not be allowed access.
- b. At HPCON-BRAVO and HPCON-CHARLIE, retirees, retiree dependents, and veterans who do not work on the installation supporting Mission Essential, Mission Critical, or Operationally Necessary activities are restricted from access on all days of the week except Wednesdays and Sundays.
- c. At HPCON-BRAVO and HPCON-CHARLIE, Mission Essential, Mission Critical, or Operationally Necessary visitors to Edwards AFB and AF Plant 42 require written approval from an Edwards AFB or AF Plant 42 Squadron Commander/Director or equivalent. An example Mission Essential, Mission Critical, Operationally Necessary visitor approval memo is attached.
- d. Deliveries and contracted construction projects, including the on-base school, are considered Operationally Necessary and will continue at HPCON-BRAVO and HPCON-CHARLIE.
- e. Edwards AFB resident's immediate family members with a DoD Active Duty Dependent ID Card are considered Mission Essential visitors.
- f. Visitation for a non-Mission Essential reasons is not permitted during HPCON-CHARLIE.
- g. At HPCON-BRAVO, non-Mission Essential visitors of those that reside on Edwards AFB must present documentation of approval from the resident's Squadron Commander, Director, Operations Officer, Deputy Director, Section Commander, Senior Enlisted Leader, or First Sergeant. An example non-Mission Essential visitor approval memo is attached. In every instance, before approving visitors of those that reside on Edwards AFB, the authorizing official will ensure the resident's plan complies with risk management principles, paragraph I.5. of this Directive, and the counter-COVID-19 principles in paragraph I.7. of this Directive.

7. To keep populations separated and protect our retirees with elevated risk, on Wednesdays, the Pharmacy and CAC/DEERS are only open to retirees and their dependents. Mission Critical (but not Mission Essential or Operationally Necessary) appointments are allowed.

- a. The Pharmacy will be available from 0730-1630. Appointments can be made by calling (661)277-2052. The Pharmacy has implemented a drive-through/car delivery process to improve physical separation among beneficiaries. Appointments will only be made if there is already a prescription filled and ready to be picked up. To reduce paper prescriptions, fax, e-prescribing, secure messaging, and telecoms are the expected method of script delivery.
- b. At Building 3000, CAC/DEERS appointments can be made by calling (661)277-4281 or online at <https://rapids-appointments.dmdc.osd.mil/>.

8. Operationally Necessary contractor personnel are subject to the following restrictions on Edwards AFB and AF Plant 42 for the duration of the Edwards AFB declared Public Health Emergency. See reference (k) and its extensions. This prohibition does not apply to Mission Essential or Mission Critical contractor personnel. If in doubt about your status... ask your supervision or on-base sponsor!

- a. Travel directly to and from your place of work necessary to accomplish tasks in your statement of work (SOW) or performance work statement (PWS); and
- b. Travel on the installation to coordinate with your respective contracting officer, contracting officer representative, installation quality assurance personnel, or other work performance partners.
- c. Stops at the following locations are specifically prohibited: AAFES establishments, such as the BX, shoppette, or other food services facilities; installation gas station; non-appropriated fund instrumentality (NAFI) facilities, such as Club Muroc, Bowling Center, or any recreation facility; and the commissary.

IV. TEST – ISOLATE – TRACE – QUARANTINE (TITQ) STRATEGY

1. In the “long war” against COVID-19 which is projected to last well into calendar year 2021, Edwards AFB and AF Plant 42 have pivoted from a geography and pre-emptive quarantine based posture to a counter-COVID-19 strategy that relies on three critical pillars. Only when all three of these pillars are robust can the 412th Test Wing and our Mission Partners *beat* the COVID-19 threat.
 - a. The members of the entire Edwards AFB and AF Plant 42 community *know* the COVID-19 threat including the basic principles that impede the further transmission of the virus, *respect* the COVID-19 threat through implementation of counter-COVID-19 best practices; and require all other members of the community to do the same.
 - b. Our Aerospace Valley medical system, specifically in-patient COVID-19 care, remains robust.
 - c. Edwards AFB and AF Plant 42 Public Health professionals are able to precisely execute a TITQ containment plan in minimum time for each and every case of COVID-19.
2. Minimizing your risk of exposure to COVID-19 is a critical part of this strategy; so is the minimization of your number of close contacts; and so is your exacting compliance with the Public Health directives to isolate and/or quarantine. *Beat* the COVID-19 threat!
3. Send recommended changes, opportunities for improvement, and observations of secondary negative effects of this Directive to the 412 TW Workflow (412TW.workflow@us.af.mil). This Directive will be reviewed monthly with the current version posted at www.edwards.af.mil/coronavirus.
4. Since early March of 2020, we have surmounted the most unique operational environment in our history. These remain truly *ad inexplorata* moments. I have full faith and confidence we will continue to meet every challenge and ensure mission execution at The Center of the Aerospace Testing Universe.

MATTHEW W. HIGER
Brigadier General, USAF
Commander

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Glossary of Terms
Sample ME/MC/ON Visitor Approval Memo
Sample non-ME Visitor Approval Memo

GLOSSARY

Mission Essential - Those organizational activities that must be performed under all circumstances to achieve DoD component missions or responsibilities, as determined by the appropriate functional commander or civilian equivalent. Failure to perform or sustain these functions would significantly affect DoD's ability to provide vital services or exercise authority, direction, and control.

Mission Critical - Those activities deemed by the Wing Commander to be critical to the safe and orderly operation of the base. It also includes those activities in support of an Urgent Operational Need from a Combatant Commander.

Operationally Necessary - Contract activities that, while not mission essential and do not include specific responsibilities and DFARS clauses, are activities that would cause a significant impact to the installation if an activity were halted and contract performance cannot be performed via telework. Determination of Operationally Necessary can be designated by Installation leadership and determined on a case-by-case basis.

Close Contact - (a) being within approximately 6 feet (2 meters) of any person for a prolonged period of time, or (b) having direct contact with secretions of any person (e.g., being coughed on), if such contact occurs while not wearing recommended personal protective equipment or PPE.

Quarantine - Voluntary or compulsory separation and ROM of persons who are not ill but have been exposed to an infectious agent and therefore may become infectious, for the purpose of preventing or limiting the spread of disease.

Restriction of Movement (ROM) - Limiting personnel movement to prevent or limit the transmission of a communicable disease, including limiting ingress and egress to, from, or on a military installation; isolation; and/or quarantine.

Isolation - The separation of an individual or group infected or reasonably believed to be infected with a communicable disease for those who are healthy in such a place and manner to prevent the spread of the communicable disease.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE, CALIFORNIA**

[XX MMM YYYY]

MEMORANDUM 412 SFS/S5

FROM: 412 XXXX/CC /CL (letter must be issued by Squadron Commander/Director or Equivalent)

SUBJECT: Visitor Access Approval to Edwards AFB or AF Plant 42

1. I endorse the following visitor(s) access to Edwards Air Force Base:

Sponsor/Unit: _____
Visitors Name(s): _____
Driver's License # and State of Issue: _____
Visitor(s) Date of Birth: _____
Category: Mission Essential, Mission Critical, Operationally Necessary

2. I have briefed the visitor(s) named above and affirm they will comply with Counter-COVID-19 risk management principles, IAW Edwards AFB and AF Plant 42 Counter-COVID-19 Comprehensive Directive, dated 30 June 2020, paragraphs I.5., I.7., and I.8.

JANE T DOE, Lt Col, USAF
Commander, 412 XXXX Squadron



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE, CALIFORNIA**

[XX MMM YYYY]

MEMORANDUM 412 SFS/S5

FROM: 412 XXXX/XX (letter must be issued by resident's Squadron Commander, Director, Operations Officer, Deputy Director, Senior Enlisted Leader, First Sergeant, or Equivalent)

SUBJECT: Non-Mission Essential Visitor Access Approval to Edwards AFB or AF Plant 42

1. I endorse the following visitor(s) access to Edwards Air Force Base:

Resident Name: _____

Unit: _____

Physical Address: _____

Visitors Name(s): _____

Driver's License # and State of Issue: _____

Visitor(s) Date of Birth: _____

Date of Visit: _____

2. I have briefed the service member named above and affirm they and their visitor(s) will comply with Counter-COVID-19 risk management principles, IAW Edwards AFB and AF Plant 42 Counter-COVID-19 Comprehensive Directive, dated 30 June 2020, paragraphs I.5., I.7., and I.8.

JANE T DOE, Lt Col, USAF
Duty Title, 412 XXXX Squadron