

86th Airlift Wing COVID-19 EVENT GUIDANCE

as of 4 June 2021

PURPOSE

The below guidelines are provided to ensure ceremonies and unit directed events conducted in 86th Airlift Wing facilities on Kaiserslautern Military Community (KMC) installations are conducted safely and in conjunction with COVID-19 mitigation measures. Adherence to these guidelines and procedures is mandatory. Updates will be made as local guidance and/or HPCON status changes, along with approval of the Installation Commander. The necessity of an event is ultimately at the discretion of the unit commander for approval. The intent of this document is to provide guidelines for promotions, change of commands, retirements, and commander's calls. Private social gatherings held either in a private home or on public areas on KMC installations are not covered by this document. Mission essential unit events are subject to restrictions based on the current COVID-19 incidence rate per 100,000 population in the KMC as described below:

7 DAY INCIDENCE RATE BELOW 100 PER 100,000

Unit level events are at the discretion of the unit commander while following the guidelines outlined in this document. The total number of persons allowed to attend in person is not to exceed 250 for outdoor official events/ceremonies while still maintaining physical distance requirements, including members that are participating. Indoor events/ceremonies are to adhere to 1 person per 10 square meters of common space not to exceed 150 people, including members that are participating in the event.

7 DAY INCIDENCE RATE EXCEEDS 100 PER 100,000

Unit commanders are directed to minimize unit level events. The total number of persons allowed to attend events in person is not to exceed 75 for outdoor official events/ceremonies while still maintaining physical distance requirements, including members that are participating. Indoor events/ceremonies are to adhere to 1 person per 10 square meters of common space not to exceed 75 people, including members that are participating. Event in person attendees will be limited to immediate family, event participants, and unit members only.

OFFICIAL CEREMONY/EVENT GUIDELINES

Units are encouraged to conduct official events in the virtual environment to the maximum extent possible. The following guidelines apply to in person events:

- In person events should be conducted outdoors to the maximum extent possible.
 - Hangars are considered to be outdoor events if the hangar doors are left fully open .
- Pre-Event COVID Screening: Prior to attending an event, members must be screened for potential COVID symptoms and close contact either on paper or digitally. A paper screening form is attached for use.
- Contact Tracing Requirement: Units will ensure that the participants can be reached (last name, first name, address, telephone number) and that the date and time of attendance are logged. Contact tracing will be conducted in accordance with host nation ordinance requirements for all official events.
- Physical Distance Requirement: Physical distancing is required for participants, support personnel, and guests in accordance with the host nation distance requirement and DOD guidance.
- Mask Requirement: All guests and participants will wear a medical face mask (OP mask), KN95/N95, FFP2, or a comparable mask.
 - Fully vaccinated individuals may remove their masks once they are at their seat. Once a member leaves their seat, a mask will be worn regardless of vaccination status.
 - Fully vaccinated personnel that are on stage during the ceremony may leave their masks removed as long as they maintain 1.5 meters from other members on stage and there are no local national members participating on stage. If a local national is present on stage all members will wear their masks.
 - Masks may be removed by the speaker only while speaking at a podium regardless of vaccination status. Masks will be donned prior to leaving the podium.
 - A member is considered fully vaccinated 14 days after their last required shot of a Center for Disease Control or World Health Organization approved COVID vaccine.
- In person guests: Members of same household can be seated in "clusters".
- Support personnel should be limited as much as possible.

- Honor Guards may be used during ceremonies provided all other ceremony restrictions are complied with while conducting the detail to include mask wear and social distancing.
- Formations are allowed provided mask and social distance guidelines are complied with within the formation. Formation member's count towards the total number of persons allowed for the ceremony.
- Live music must follow host nation hygiene concepts posted here: <https://corona.rlp.de/de/themen/hygienekonzepte/>. This includes an increased distance requirement of 3 meters and all singers must be spaced at least 3 meters from other band members and the crowd. The crowd cannot sing at any time.
- Pinning medals or insignia, as well as certificate and gift presentations are allowed, provided time spent inside of 1.5 meters of another member is minimized to the maximum extent possible. Members of the same household do not have to concern themselves with the minimizing time inside 1.5 meters of another person.
- Proffers may be used provided they are wearing a mask and minimize time inside 1.5 meters of another person.
- Catered receptions are allowed provided they follow all the hygiene concepts required of the establishment being used in accordance with the most current host nation ordinance.
- Self-catered receptions that do not involve a catered staff must follow the following restrictions:
 - Contact tracing, screening, social distancing, and mask wearing (as outlined above)
 - Masks will be worn when members are not at their seats.
 - Cleaning and disinfection of all tables and chairs is required pre and post event.
 - Hand sanitation must be provided for members prior to entry and during the event
 - All non-vaccinated individuals are required to provide a proof of negative test in accordance with host nation obligation to test requirements prior to entry in into an indoor reception.
 - Groups at individual tables must not exceed current gathering restriction guidelines and social distancing must be maintained. Individuals should not be allowed to leave their tables to mingle with other guests in large groups.
 - Large gatherings of people from multiple tables are prohibited and event organizers must take precautions to prevent any such gatherings to include when members are served or retrieve food.
- No receiving lines are allowed.
- No use of escorts or ushers, families will seat themselves
 - Programs can be placed on seats
- Change of Commands may include a guidon/flag pass
- Project Officer will be responsible to provide setup/tear down crews
 - Limited number of personnel
 - Face coverings and gloves required
- Cleaning
 - Chairs, podiums and other items are to be wiped down prior to the start of the event and then again during tear down
- Guidelines will be enforced by event officials and monitored throughout the event

EXCEPTIONS TO POLICY AND QUESTIONS

Unit commanders who wish to request an exception to this policy must submit their request through the 86 AW COVID-19 Operational Planning Team (COVID OPT) no later than 21 days prior to the event. All exception to policy requests for unit level events should be processed through the chain of command prior to submission to the 86 AW COVID OPT for further questions on this policy, unit commanders can contact the 86 AW COVID OPT at DSN 480-2966 or via email at 86aw.covid-19.opt@us.af.mil.



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**DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAF)**

COVID-19 EVENT SCREENING QUESTIONNAIRE

PART A. MEMBER INFORMATION

DATE/TIME: _____

1. Name (Last, First Name, Middle Initial): _____
2. Cell Phone Number and Email Address: _____
3. Unit/Address: _____

PART B. HISTORY

1. Have you been exposed to anyone with or suspected of having COVID-19 in the last 14 days? Yes ☐ No ☐
2. List all countries you have visited in the last 14 days: _____
3. Have you tested positive for COVID-19 in the last 14 days? Yes ☐ No ☐
4. In the last 72 hours, have you experienced any of the following symptoms?

Fever or Chills	Yes <input type="checkbox"/> No <input type="checkbox"/>	Cough	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shortness of breath	Yes <input type="checkbox"/> No <input type="checkbox"/>	Muscle Pain	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sore Throat	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fatigue	Yes <input type="checkbox"/> No <input type="checkbox"/>
Headache	Yes <input type="checkbox"/> No <input type="checkbox"/>	New loss of smell/taste	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART C. AUTHORITY DECLARATION *To be completed by the event screening staff*

Did the member reply "Yes" to any of the above questions? Yes ☐ No ☐

If yes, then the member must be turned away from the event and directed to contact the appropriate medical authority.

Signature: _____ Date _____

Print/Stamp Name: _____

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