



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
45TH SPACE WING**

25 November 2020

MEMORANDUM FOR 45 SW COMMANDERS & DIRECTORS

FROM: 45 SW/CC

SUBJECT: Return to Work Guidance #7

1. In order to establish a responsible plan to reopen the installation in the midst of a changing pandemic environment, a phased, incremental approach will be executed. This document takes effect on Monday, 30 November 2020 and supersedes any prior guidance on this subject.

2. **Addition of Up To Approximately 40% of Non-Mission Essential Personnel, Per Day.** Effective 30 November 2020 through 1 January 2021, commanders and directors shall cap in-office, non-mission essential personnel levels at no more than 40% of the unit's non-mission essential personnel. Taking into consideration current challenges faced by many individuals (e.g., living with "at risk" family members, unavailability of childcare, etc.), non-mission essential personnel directed to return to work should discuss such limitations with their chain of command.

3. **"At Risk" Personnel.** "At Risk" non-mission essential personnel are strongly recommended to remain at home. "At Risk" is defined as persons aged 65 and over, and any employee with serious underlying medical conditions should be considered at high risk of contracting COVID-19. "Serious Underlying Medical Conditions" include Asthma and/or Chronic Obstructive Pulmonary Disease (COPD), Immunocompromised state (e.g. HIV, cancer, organ transplants), Diabetes, Chronic Kidney Disease undergoing dialysis, Liver Disease, and Severe/Morbid Obesity (BMI over 40). See the Centers for Disease Control website for additional information on "at risk" personnel: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> Civilian employees who are "At Risk" and request Weather and Safety Leave, must provide medical documentation from a licensed medical practitioner confirming they are "high risk" according to the CDC guidelines. Supervisors may waive this requirement if the employees' medical condition is known or was previously identified prior to March 2020 or if high risk according to age.

4. **Maximized Telework.** Commanders and directors are encouraged to continue to maximize telework throughout the next phase where possible.

5. **Adherence to Local and State Regulations.** Personnel must continue to adhere to all local and state regulations.

6. Personnel Must Monitor and Report Symptoms. All personnel (mission essential and non-essential) must monitor their health daily and immediately report any symptoms consistent with COVID-19 to Public Health at 1-888-728-2873, option #5 or emailing: usaf.patrick.45sw-mdg.mbx.public-health@mail.mil. Symptoms include, but are not limited to, fevers of greater than 100.4-degrees Fahrenheit, dry cough, shortness of breath, and loss of smell or taste.

7. Timing & Spacing Considerations. For those at work, to the extent possible, personnel schedules should be rotated/staggered in order to: 1) approximate the percentages discussed above, 2) provide for physical distancing, and 3) provide for improved contact tracing. Contact tracing is improved by maintaining a consistent grouping of personnel on the same shifts/days. Eliminating/minimizing crossflow of personnel between groups/shifts/days decreases those impacted by a quarantine. When considering timing and spacing factors, specific consideration should be given to smaller offices and intermixed agencies/units within the same office space.

8. Face Coverings. IAW the current Public Health Directive, all personnel must wear a face covering to enter, exit, and move within buildings, as well as when six feet of physical distancing is not possible.



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