



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AECS

14 March 2020

MEMORANDUM FOR Military and Civilian Personnel of HQ USAREUR and Units Attached to the HQ USAREUR in Wiesbaden

SUBJECT: Command Guidance for HQ USAREUR Personnel on Force Health Protection and Coronavirus 2019 (COVID-19) (AE Cmd Memo 2020-008)

1. References.

- a. Centers for Disease Control and Prevention (CDC) COVID-19 website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
- b. FRAGO 6 to USAREUR TASKORD 20-0004 (USAREUR Response to Coronavirus 2019 (COVID-19)).
- c. [Annex BA to FRAGO 6 to USAREUR TASKORD 20-0004 \(USAREUR Response to Coronavirus 2019 \(COVID-19\)\), HPCON Health Protection Condition Levels Coronavirus Disease 2019 \(COVID-19\)](#).
- d. [COVID -19 First Guidance](#). Email from Brigadier General Hartmut Renk, dated March 12, 2020 12:37:24 p.m.

2. Applicability. The information, guidance, and directions in this memorandum apply to all U.S. and foreign military and civilian (U.S. and local national (LN)) personnel assigned, attached, or on TDY to HQ USAREUR.

NOTE: Contractors are encouraged to follow the guidance in this memorandum; coordinate directly with the contracting officer's representative for each respective contract (for example, General Schedule Administration, Booz-Allen-Hamilton).

3. Purpose. The purpose of this memorandum is to provide guidance to the HQ USAREUR staff in order to minimize the risks of infection and spread of the COVID-19 virus while implementing measures to ensure continuity of HQ staff functions during COVID-19 incidents.

4. COVID-19 Virus Information. Check the following website early and often for the latest information: <https://www.eur.army.mil/Home/COVID19/>. Per the references, COVID-19 is a viral respiratory disease present in the USEUCOM area of responsibility with potential risk to the force. COVID-19 is spread by respiratory droplets produced when an infected person coughs or sneezes. These respiratory droplets may come in

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direct contact with other individuals or land on surfaces that people touch. Preventive measures to decrease close proximity and minimize surface contamination will decrease risk of virus transmission. Further, individuals who have close contact with someone known to have COVID-19, and those who have traveled to areas where COVID-19 transmission has occurred, are at an increased risk of infection.

5. Preventative Measures. Pursuant to [reference 1b](#), all HQ USAREUR personnel will immediately take the following measures to minimize risk of infection and to safeguard the health and safety of the command.

a. Personal Behaviors. In addition to the measures directed in [references 1b and 1c](#), do the following to help decrease the risk of infection:

- (1) Wash hands often with soap and water for at least 20 seconds.
- (2) If unable to wash hands, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- (3) Avoid touching your eyes, nose, and mouth.
- (4) Avoid shaking hands and other physical contact, and standing or sitting closer than 1 meter to another person.
- (5) Clean and disinfect frequently touched objects and surfaces (for example, door knobs, telephones, keyboards) using a regular household cleaning spray or wipe. Building coordinators, or supervisors, in each HQ building will ensure that these measures are accomplished several times a day for common areas. When two staff sections share a building, pod, or floor, building coordinators are responsible to ensure there are no gaps in protection coverage.
- (6) Practice “social distancing.” This includes staying out of public places where close interaction with others may occur (for example, shopping centers, movie theaters, stadiums), avoiding local public transportation (for example, bus, taxi, ride share), and maintaining distance (approximately 6 feet or 2 meters) from others.

b. Actions If You Have Symptoms.

- (1) Military and civilian employees who exhibit COVID-19 symptoms (fever, cough, shortness of breath) and their supervisors will take the following actions:

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- (a) Do not report to work.
 - (b) Self-isolate and remain in quarters until released by your medical provider.
 - (c) Notify your supervisor.
 - (d) Comply with applicable military or civilian procedures for reporting illness, seeking medical care, and, for civilian employees, being placed in a sick-leave status.
 - (e) When in self-isolation, make every effort to avoid contact with other people, remain in quarters (except for trips to get groceries or other essential requirements), and delay any travel not directed by your medical provider in order to reduce the possibility of spreading illness to others.
 - (f) If you have to leave your quarters or interact with anyone, you must wear a surgical mask.
 - (g) For additional information on what to do if you are sick, go to <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>.
- (2) Supervisors will report by telephone to the USAREUR Watch at military 537-3192 following established commanders critical information requirements (CCIR) procedures.

c. Actions If You Have Been Exposed But Do Not Have Symptoms.

- (1) 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 or through, or have interacted with a person from a place where COVID-19 has been reported; or (c) have been notified by a public-health official or other medical authority of possible exposure to a confirmed COVID-19 positive case (for example, if following a flight, the airline or government agency contacts you to tell you there was a confirmed positive case on that flight) will do the following:
- (a) Do not report to work for 14 days.
 - (b) Self-isolate and remain in quarters to the maximum extent possible during that time.
 - (c) Notify their supervisor for monitoring and further guidance.

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(d) If symptoms develop, contact by telephone or electronically their primary care provider for healthcare instructions, and their supervisor for accountability and reporting.

(e) When in self-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 their medical provider in order to reduce the possibility of spreading illness to others.

(2) Per [reference 1b](#), supervisors will review the leave status (for example, leave, permissive TDY, “weather and safety” leave) and leverage telework as practicable in accordance with U.S. Office of Personnel Management policies.

(3) Supervisors will report by telephone to the USAREUR Watch at military 537-3192 following established CCIR procedures.

d. Reportable Information. Pursuant to [reference 1b](#), staff directorates (G-directorates) and special staff will report detailed information to the COIC at <https://intranet.eur.army.mil/hq/g33/cuops/SitePages/Coronavirus%202020.aspx> and by telephone to the USAREUR Watch at military 537-3192, following established CCIR procedures.

e. Battle Rhythm and HQ Events.

(1) Leaders will adjust battle-rhythm schedules and events to minimize prolonged close contact. Maximize the use of virtual meeting capabilities (for example, teleconference, secure video-teleconference) instead of face-to-face meetings.

(2) In-Person Meeting Requirements.

(a) When in-person mission-essential meetings are determined necessary (that is, cannot be accomplished through virtual capabilities), staff primaries will minimize attendance. Take steps to ensure you capture meeting attendance, as much as possible, to assist in tracing activities.

(b) For all in-person meetings, HQ staff will use “social distancing” techniques: Attendees will be separated by at least one chair distance (approximately 1 meter).

f. HQ Visits and Official or Leave Travel.

(1) Visits to HQ USAREUR. Staff directorates and HQ personnel may host visits by non-USAREUR personnel arriving from outside the USAG Wiesbaden area

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only if the Chief of Staff, HQ USAREUR, approves the visit as “mission-essential.” If visits are determined “mission essential,” visitors must complete and bring with them the [enclosed Self Health Screening Questionnaire](#) no earlier than 48 hours before the requested visit. Visitors must be advised that they could be subject to COVID-19 health screening upon arrival at HQ USAREUR.

(2) Official Travel by HQ USAREUR Staff. Per Secretary of Defense (SECDEF) guidance as of 13 March 2020, no travel will be performed outside Germany (TDY or leave), including CONUS. Military and civilian personnel will report to their supervisors any requests for exception to policy, which will be approved by the CG, USAREUR, or the general officer or senior executive delegate, on a case-by-case basis. Certain cases, such as medical TDY and severe hardship cases, will be strongly considered. In addition, as of 14 March 2020, the SECDEF restricts all DOD movement inside of CONUS; more guidance is developing on this restriction. This will also affect leave inside of CONUS for authorized personnel; see [paragraph 5f\(3\)](#).

(3) Leave and Pass. Leave and pass outside Germany are not authorized for USAREUR military members, per the SECDEF guidance. Requests for exception must be routed to the first general officer or Senior Executive Service (SES) member in the chain of command in accordance with CG, USAREUR, direction. At this time, civilian employees should be highly encouraged not to travel outside of Germany. As of 13 March 2020, no CONUS travel is authorized for 60 days, including for leave. Civilian travelers should closely monitor CDC and Department of State (DoS) travel resources ([\(6\)\(b\) below](#)) to determine the risks involved. Military and civilian personnel should maintain documentation of approved leave that has been cancelled due to COVID-19 operations or movement restrictions.

(4) Post-Travel Actions. After completing any official or leave travel, personnel will notify their supervisors of any changes to their planned travel which might have put them at risk for COVID-19, and will self-monitor and act according to [paragraphs 5b and 5c](#) above as necessary.

(5) Travel Risk. Travel by civilians, contractors, or other non-military members that is not in accord with USAREUR or higher headquarters guidance in effect at the time of travel places all USAREUR members (Military, Civilian, Family members, contractors, local nationals, and community members) at risk. Such travel demonstrates dangerous behavior incompatible with the trustworthiness and responsibility required for security clearances, employment, and continued access to military installations.

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(6) Additional Process Requirements.

(a) Staff primaries, supervisors, and traveling personnel will use CDC and DoS travel advisories and DOD travel restrictions to determine risk of travel and potential mission impact before requesting any exceptions for official travel, leave, or pass.

(b) In the event travel is approved, staff personnel should check the following websites for travel information and advisories (incumbent on each traveler to adjust travel plans as needed):

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

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

(c) Approved travelers will enroll in the DoS Smart Traveler Enrollment Program at <https://step.state.gov/step/>.

(7) Foreign LNOs and Exchange Officers Assigned to HQ USAREUR.

These officers will notify their direct supervisors (CoS and G3) of any official or unofficial travel and will follow travel approval and reporting guidance issued by their respective national governments.

6. Review. I will review and, if required, adjust this guidance as the COVID-19 situation requires.

7. POC. The POC for this action is Mr. Bill Williams, Deputy Chief of Staff, HQ USAREUR, military 314-537-0466.

FOR THE COMMANDER:



HARTMUT H. RENK
Brigadier General, GS
Chief of Staff

4 Encls

1. [COVID-19 HPCON Levels](#)
2. [Email, CoS, 12 Mar 20](#)
3. [COVID-19 Screening Questionnaire](#)
4. [Sample ETP Memo](#)

HPCON

Health Protection Condition Levels

Coronavirus Disease 2019 (COVID-19)

Department of Defense Public Health Emergency Management policy assigns health protection condition (HPCON) levels to disease outbreaks, such as the spread of COVID-19, based on the severity of the disease and the level of transmission occurring in the local community.

HPCON levels outline specific actions you can take in response to a health threat. While it's always important to prevent the spread of germs, there are additional steps you can take if COVID-19 transmission becomes more widespread in your community. Regardless of the current HPCON level, always follow the guidance from your installation and local public health agencies.

Take the following actions to protect the health and safety of your Family and your community.

0 ROUTINE

No community transmission

Take everyday actions to stop the spread of germs:

- Avoid close contact with people who are sick.
- Wash your hands often and for at least 20 seconds with soap and water.
- Cover your cough/sneeze with a tissue, then throw it in the trash; cough/sneeze into your elbow if tissues are unavailable.
- Avoid touching your eyes, nose, and mouth.
- Ensure all immunizations are up to date, including your seasonal flu shot.
- Stay home if you are sick and avoid close contact with Family members and pets.
- Create an emergency preparedness kit.

ALPHA LIMITED

Community transmission beginning

Continue all previous actions and:

- Routinely clean and disinfect frequently touched objects and surfaces.
- If you are sick, call your medical provider for instructions on receiving care before going to the clinic.
- Stay informed by routinely checking reliable sources of information such as the Centers for Disease Control and Prevention (CDC) and your local public health agencies.

BRAVO MODERATE

Increased community transmission

Continue all previous actions and:

- Avoid unnecessary contact with others, such as shaking hands and hugging.
- Avoid unnecessary travel, especially to areas known to be experiencing active disease transmission.
- Ensure supplies of food, medication, and other items needed for babies and pets are available to last at least 14 days.
- Prepare for travel restrictions and cancellation of public gatherings, such as school, religious, and other community activities; make alternative arrangements for childcare.
- Observe local guidance on movement restrictions and access requirements for military installations.
- Seek guidance from employers and unit leaders about changes to work practices (e.g., telework) and training events.
- Comply with medical orders for self-isolation or quarantine.

CHARLIE SUBSTANTIAL

Sustained community transmission

Continue taking all previous actions and:

- Expect cancellation of in-person gatherings (e.g., schools, daycare, all community activities) and restricted ability to travel.
- Plan activities for Family members, especially children, in case you are restricted to your home for prolonged periods of time.
- Prepare for the potential of limited access to supplies and services, including severely restricted access to military installations.
- Implement remote work procedures as directed by your employer.
- If outside the United States, authorized or ordered departure actions may be implemented.

DELTA SEVERE

Widespread community transmission

Continue taking all previous actions and:

- Expect to remain at home for extended periods of time as movement in the community may be restricted and at-home isolation or quarantine may be directed.
- Follow all directives and guidance from local, state and federal authorities; these actions are to protect the health and safety of you and your Family.

For more information:

<https://phc.amedd.army.mil/topics/discond/diseases/Pages/2019-nCoVChina.aspx>
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Emergency kit checklist for Families:

<https://www.cdc.gov/childrenindisasters/checklists/kids-and-families.html>

AE Command Memorandum AECS, 14 March 2020 – Enclosure 2
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If authorized, DMB will send you an electronic copy of this publication by encrypted e-mail.

Email: usarmy.sembach.usareur.mbx.pubsmail@mail.mil

COVID-19 Screening Questionnaire

QUESTION 1

In the past 14 days, have you traveled China, Iran, Japan, South Korea, or Italy?

QUESTION 2

In the past 14 days, have you had close contact* with a person known to have COVID-19?

QUESTION 3

Have you been diagnosed with COVID-19 in the past 14 days?

QUESTION 4

Do you have any of the following signs or symptoms?

- Fever Temperature _____ (°F or °C)**
- Cough
- Sore Throat
- Shortness of Breath
- Muscle Aches
- Fatigue
- Diarrhea

DETERMINATION

If you answered NO to all 4 questions, you may be permitted entry to the installation.

If you answered YES to any of the 4 questions, you may be denied entry to the installation.

***Close contact** is defined as

a) being within approximately **6 feet (2 meters)** of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

****Fever** is above 100.4°F or 38°C



DEPARTMENT OF THE ARMY
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AEPE-MPO

d Mmmmm 20YY

MEMORANDUM FOR USAREUR XXX

SUBJECT: COVID-19 60-Day Waiver

1. References.

a. FRAGO 7 to USAREUR TASKORD 20-0004 (USAREUR Response to Coronavirus 2019 (COVID-19)).

b. Annex BA to FRAGO 6 to USAREUR TASKORD 20-0004 (USAREUR Response to Coronavirus 2019 (COVID-19)), Health Protection Condition Levels (HPCON) Coronavirus Disease 2019 (COVID-19).

2. Purpose. This memorandum constitutes a request for a waiver of the 60-day stop-movement order issued by the Secretary of Defense.

3. Date of Request. DD MMM YYYY.

4. Waiver Category. Mission-Essential.

5. Waiver Details.

a. **Background.** The USAREUR G1 requested a waiver to allow Mr. XXXXX to return from leave in the United States back to Wiesbaden, Germany via commercial air.

b. **Amplifying Information.** Mr. XXXXX was already on leave when the SECDEF issued the stop-movement order.

6. POC. The POC is the USAREUR G1 at military XXX-XXXX or civilian 0049-611-143-XXX-XXXX.

7. I approve / disapprove this waiver.

ANDREW M. ROHLING
Major General, USA
Deputy Commander

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