



DEPARTMENT OF THE AIR FORCE
ARNOLD ENGINEERING DEVELOPMENT COMPLEX (AFMC)
ARNOLD AIR FORCE BASE, TENNESSEE

MEMORANDUM FOR ALL AEDC SUPERVISORS

22 March 2020

FROM: AEDC/CC

SUBJECT: AAFB COVID-19 – Determining Status of Military and Civilian Employees

1. On 19 Mar 20 (updated as of 21 Mar 20), I issued the first in a series of directives relating to installation access procedures to screen for potential COVID-19 exposure (Atch. 1). As detailed in that directive, any military or civilian person who fail screening will be denied entry to the installation and directed to call their supervisor. Contractor employees who fail the screening will be denied entry and urged to call their employer. In order to minimize the problems, confusion and questions this policy will cause, we are requesting supervisors discuss this with their employees as soon as possible. To aid in that discussion, I am providing the following guidance.
2. **First step**, please identify any high risk employees in your workforce. These employees should have the opportunity to telework if possible, but if they cannot, they should be given weather/safety leave per the attached OPM guidelines (Atch. 2).
3. **Step 2**, encourage employees to self-screen as much as possible, but if you have a civilian employee who is denied entry to the installation, follow the attached decision tree to determine the correct status of your civilian employee (Atch. 3). Contact AEDC/DP (Mr. Tom Sizemore, 931-454-4312) or AEDC/JA (Mr. Ryan Mueller, 931-454-4662 or 513-205-1403) with questions on how to interpret/implement the employee status. Supervisors of military personnel should direct them to contact the medical aid station in the event that they are or will be denied entry. Also, supervisors need to track their employees that are denied base access – by either self-screening or denied at the gate due to failing the screening procedures, using the attached spreadsheet (Atch. 4).
4. Finally, supervisors should encourage employees with a fever along with either of the other COVID-19 symptoms (cough or shortness of breath) in the last 14 days to isolate themselves and contact their health care provider to determine if they should be tested by their local public health authorities.
5. I know this policy will cause angst as well as traffic congestion at the gate, but my number one goal is to ensure the health and safety of all people affiliated with Arnold AFB. Together, we can all continue as much of our world class mission as possible while ensuring the health and well-being of our teammates. I thank you for your patience, your integrity, and your willingness to adjust during these exceptional times.

JEFFREY T. GERAGHTY, Colonel, USAF
Commander

4 Attachments:

1. Base Posture Memo, 21 Mar 20
2. OPM Memo, Mar 20
3. Employee Decision Tree, Mar 20
4. Screening Tracker