

Wright-Patterson Air Force Base



COVID-19 Occupancy Waiver Checklist

Protecting workers from COVID-19 and completing the mission can create workplace complexities. Under HPCON-A we are still beholden to DoD and federal rules as they relate to COVID-19 including physical distancing of 6 feet or greater. If you do not have a pre-existing occupancy waiver for physical distancing and require additional workers to the point that physical distancing can no longer be maintained, then the 88 ABW/CC is the waiver authority and will review. Please review the following items – if you cannot comply please list your mitigation strategy in the space provided below.

- **COVID-19 spreads mainly among unvaccinated people** who are in [close contact](#) with one another especially in [poorly ventilated spaces](#).
- Even though available vaccines are currently classified as Emergency Use Authorization, **vaccination remains critical in a multi-layered approach to protect workers**
- According to the CDC, a growing body of evidence suggests that **fully vaccinated people are less likely to have symptomatic infections or transmit the virus to others**
- Pre-existing waivers are on the list below and DO NOT REQUIRE A WAIVER

COMPLY		Mitigation measures
Yes	No	
		(CDC) Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace. This includes a POC for the COVID + Sharepoint Tracker, so that PH can perform contact tracing to safeguard members from further infection.
		(CDC) Promote etiquette for coughing and sneezing and handwashing. Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.
		(CDC) Have teammates monitor their health daily and be alert for COVID-19 symptoms (e.g., fever, cough, or shortness of breath).
		(CDC) Perform routine cleaning and disinfection - follow the CDC cleaning and disinfection recommendations .
		(CDC) Have conversations with employees about their concerns. Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
		(CDC) If an employee becomes sick while at work , they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited
		(CDC) Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies. Get those teammates tested at the CST as soon as possible
		(CDC) Have a plan in place for contingency operations in case there is an outbreak at your facility
		(CDC) Consider the need for travel and explore alternatives. Check CDC's Travelers' Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible

		(CDC) Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like <u>fact sheets and posters</u> .
		(CDC and SecDef) Maintain physical distancing in areas where people can spread out and effectively accomplish the mission
		(SecDef) Unvaccinated individuals will continue to wear acceptable face coverings per federal and DoD recommendations while on base – existing mask rules apply to those individuals
		(SecDEF) Supervisors cannot ask civilian employees about vaccination status
		(OSHA) Provide a supply of readily available face coverings for those that are unvaccinated, in case they forgot their own personal covering or need a temporary replacement
		(OSHA) Identify opportunities to get vaccinated

Please identify your requested physical distancing requirement (i.e. 3 feet, no requirement, etc.):

Please supply any additional mitigation you may use in the workplace for consideration of a waiver and explain any non-compliance with the above line items:

Pre-existing DAF wide categorical exemptions:

1. Command and Control facilities (e.g. Base Defense Operations Centers, Maintenance Operations Centers, wing operations centers, Command Posts, etc.)
2. Critical installation security activities (e.g. guard mount facilities, armory, etc.)
3. Medical Treatment Facilities
4. Deployment and Passenger Processing Facilities
5. Maintenance facilities (e.g. depots, flight lines, logistics, supply facilities, etc.)
6. Air Traffic Control facilities (e.g. Air Traffic Control Towers, Terminal Radar Control Facilities, etc.)
7. Aircrew, missile, space and range operations facilities (e.g. planning, briefing, life support, alert facilities, etc.)
8. Formal military and civilian training (e.g. BMT, formal flying training, tech training, etc.) and education (e.g. ACSC, USAFA, etc.) programs and facilities
9. Special Compartmented Information Facilities and/or Special Access Program Facilities
10. Child and Youth Programs and facilities (e.g. Child Development Centers, Youth Centers, etc.)

Requester

ABW Designee

88 ABW Commander

Concur

Non-concur

Approve

Dis-approve

References:

- Guidance for Commanders' Risk-Based Responses and Implementation of the Health Protection Condition Framework During the Coronavirus Disease 2019 Pandemic, SecDef Memo, April 29, 2021
- DAF Delegations and Occupancy Exemptions to SecDef HPCON Framework. SecDef Memo, May 19, 2021
- Protecting Workers: Guidance on Mitigating and Preventing the spread of COVID-19 in the Workplace, OSHA, <https://www.osha.gov/coronavirus/safework>
- Prepare your business and Employees for the Effects of COVID-19, CDC, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>

