

WPAFB COVID-19 Guide for Meetings (Includes Events, Gatherings, and Conferences)

Recent guidance from USECAF, 4 May 22, for COVID-19 restrictions for DAF-Sponsored IN-person events has been published. This guide will summarize key COVID-19 mitigation strategies and recommendations for when and how to seek a waiver.

Current HPCON Level	Event Size (# of people)	Vaccination Status / Testing Requirements	ETP Required Yes/No	Waiver Authority
0	Regular ops	Regular ops	No	N/A
Alpha	Any	Service members not fully vaccinated must have approved or pending exemption in order to attend. Individuals not fully vaccinated are not authorized to attend unless they provide proof of a negative COVID test within 72 hours of meeting check-in. Mitigation Plan applies.	No	N/A
Bravo	Any	Service members not fully vaccinated must have approved or pending exemption in order to attend. Individuals not fully vaccinated are not authorized to attend unless they provide proof of a negative COVID test within 72 hours of meeting check-in. Mitigation Plan applies.	No	N/A
Charlie Or Delta	<50	Service members not fully vaccinated must have approved or pending exemption in order to attend. Individuals not fully vaccinated are not authorized to attend unless they provide proof of a negative COVID test within 72 hours of meeting check-in. Mitigation Plan applies.	No	N/A
Charlie Or Delta	≥ 50	Service members not fully vaccinated must have approved or pending exemption in order to attend. Individuals not fully vaccinated are not authorized to attend unless they provide proof of a negative COVID test within 72 hours of meeting check-in. Mitigation Plan applies.	Yes	SAF/US

Key Guide Components:

1. Given the dynamic nature of the COVID-19 pandemic, **88 ABW/CC (as the installation commander) can cancel events at any time.**
2. **Event planners can use several key strategies to prevent the spread of COVID-19:**
 - a. Key Prevention Strategies for Facilities, Staff, and Attendees
 - i. **SPACE:** Assess the **space** where the event is going to take place:
 1. Prevent crowding at events, for example, by modifying layouts or installing physical barriers or guides to support physical distancing, where appropriate.
 2. Hold events outdoors, when possible.
 3. Conduct routine [cleaning](#) to help maintain healthy facilities.
 4. Follow physical distancing guidelines.
 - ii. **MASKS:** Ensure staff and attendees wear masks correctly and consistently based on CDC Community Levels: defined by the CDC Community Levels Database, must be “low-medium” in order to have no mask requirement indoors (for all vaccinated only) and “High” will require all personnel to wear masks indoors.
 - iii. **AIR:** Assess the **air** where the event is going to take place: improve [ventilation](#) for indoor events.
 - iv. **RESTRICT:** Limit the attendance to those that need to be there:
 1. Have a contact tracing plan if there is a positive attendee
 2. If any staff or attendees have [symptoms of COVID-19](#), they should not attend the event
 - v. **TIME:** Consider shorter events to reduce exposure time.
 - vi. **SHOTS:** Follow Secretary of Defense Requirements for the event. For “Low” Community Levels, there is no requirement for vaccinations or screening testing.

For Events requiring an ETP:

1. For any planned in-person meetings, events, and conferences sponsored by DoD requiring an ETP (HPCON Charlie or Delta with 50 or more attendees), the meeting organizer will obtain advance approval from SAF/US.
2. A sponsored DoD meeting applies to on-base and off-base functions.
3. For any such approved in-person meetings, the meeting organizer will require all attendees to show a completed DD Form 3150, "COVID-19 Certification of Vaccination." In-person attendees who are not fully vaccinated or who decline to provide information about their vaccination status, may not attend the meeting unless they provide the meeting organizer proof of a negative (Food and Drug Administration-approved) COVID-19 test completed no earlier than 72 hours prior to the meeting and at least weekly if the meeting is greater than 1 week in duration.

Meetings do not include military training and exercise events conducted by the Military Departments.

Mission partners should include the 88 ABW/CC in the routing process. 88 ABW Submissions will require SSS (AF1768), USecAF Form Memo, COVID Mitigation Plan, ETP Worksheet and submission to the 88 ABW CAG via TMT. If you do not have access to TMT, please utilize the 88 ABW Workflow (88abw.cc.workflow@us.af.mil). Once the CAG receives a request, they will initiate the review process. Given the in-depth review process, please allow 30 days for the approval process.

Templates for SecAF ETP: <https://www.wpafb.af.mil/coronavirus/> (right-side, under “EMPLOYEE RESOURCES”)

The following is the recommended coordination flow needed for a waiver. Use this as the base template and modify as needed if additional routing is required.

Recommended routing (subject to change):

88 MDG/PHEO	COORD
88 ABW/CC	COORD
AFLCMC/DS	COORD NOTE: This portion is specific to the requesting unit's owning MAJCOM.
AFLCMC/CC	COORD
AFMC/DS	COORD
AFMC/CC	REVIEW/SIGN
HAF/A1C	COORD
SAF/US	APPROVE/SIGN