



**DEPARTMENT OF THE AIR FORCE**  
**UNITED STATES SPACE FORCE**  
**PETERSON-SCHRIEVER GARRISON**

4 Nov 2020

MEMORANDUM FOR ALL SUBORDINATE COMMANDS AND TENANT UNITS

FROM: P-S GAR/CC  
775 Loring Avenue, Suite 205  
Peterson AFB CO 80914-1290

SUBJECT: Public Health Directive #2

1. As the COVID-19 pandemic evolves, we must continue to adapt installation policies and preventative actions. The crisis is constantly transforming, and our posture must also adjust to appropriately balance protecting base personnel while ensuring continued mission effectiveness.

2. Due to the recent increase in cases, positive test results, and higher demands for testing and contact tracing, the following changes will be effective 05 November 2020 at all Peterson-Schriever Garrison (P-S GAR) installations in Colorado in alignment with the City of Colorado Springs, El Paso County, the State of Colorado and other local area military installations:

a. Adjustments to Workforce:

(1) Commanders and mission partner leads will implement an in-person work schedule not to exceed 50% of the workforce. The maximum use of rotating shifts and/or telework will be utilized to achieve this reduction of in-place workforce.

(a) Commanders and mission partners *with explicit mission needs* are authorized to exceed this 50% threshold as long as CDC physical distancing guidelines are followed or after consultation with the 21 MDG Public Health Emergency Officer (PHEO), Maj W. Taylor (JEDI) Timberlake. Maj Timberlake can be reached at [william.t.timberlake2.mil@mail.mil](mailto:william.t.timberlake2.mil@mail.mil) or 719-322-4258.

(2) High-risk personnel may be reintegrated into the workplace in a limited posture only when strict physical distancing and mask utilization requirements can be met. However, at this time, high-risk members are strongly encouraged to maximize telework. Supervisors should make reasonable accommodations for personnel with individualized needs or concerns.

(3) All personnel will assess their health before leaving home. Personnel must proactively self-identify to their leadership if experiencing any symptoms of COVID-19 or other illness. If not feeling well, employees must remain at home and not enter the workspace. Those who experience a fever shall not return to their work center until they have had no fever for at least 72 hours and are no longer experiencing symptoms.

b. Base Access and Entry Procedures:

(1) Security Forces personnel will continue to utilize personal protective equipment, including face coverings, and refrain from physically handling identification cards for personnel accessing the base.

(2) When entering P-S GAR installations in Colorado, all personnel are required to lower windows and present identification for scanning. If wearing a face covering, personnel may be asked by Security Forces to briefly lower the covering to verify identity.

c. Controlled, Restricted Areas and Operations Centers:

(1) Commanders at all levels must continue to take action to protect operations centers and operations crews. Specific policies and procedures for an operations center will be defined by Space Delta or other commanders who execute the mission in those operations centers.

(2) Access to restricted areas will be granted to mission essential visitors on a case-by-case basis. At Schriever Air Force Base, Missile Defense Agency mission essential visitors will continue to enter the Restricted Area at the West Portal after their Temporary or Visitor badge has been approved.

(3) Access to Controlled and Restricted Areas will continue to be prohibited for symptomatic personnel.

(4) Tours remain prohibited in Controlled and Restricted Areas without a specific mission need and require P-S GAR/CC, Space Delta/CC or appropriate mission partner lead approval.

d. Physical Distancing and Gatherings:

(1) Consistent with national guidance, all personnel will continue to practice physical distancing on and off duty. Operations crews, teams, and mission essential personnel must use extra caution to avoid close-contact environments.

(2) Informal/Unofficial Gatherings: On all P-S GAR installations in Colorado, the number of participants in informal/unofficial gatherings will be limited to no more than 10 personnel, keeping in mind distancing and time considerations as determined by CDC physical distancing guidelines. All personnel are encouraged to follow State of Colorado guidelines and limit informal gatherings to no more than 10 individuals, regardless of location. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>).

(3) Required Meetings: Physical distancing practices will be followed when holding *required* meetings or gatherings to include mask wear, sanitization and hygiene protocols. Meeting attendance shall be limited by venue size in accordance with CDC guidance.

(4) Official Gatherings: Commanders and mission partner leads are granted authority to approve gatherings by members of their units. However, an assessment of benefits and associated risks will be conducted when planning gatherings of personnel on any P-S GAR Installation. *Prior to approval, commanders and leads are highly encouraged to consider the defensibility/mission criticality of an event should positive cases trace back to the gathering.*

(a) Face covering, sanitization, distancing, and hygiene protocols will be followed throughout the duration of an event. Commanders and leads should consider the impact of food service or other aspects of an event that may drive participants to relax adherence to these protocols.

(b) Official Gatherings held indoors will not exceed 100 personnel. Indoor events should include formalized processes (such as assigned seating) to assist with contact tracing and reduce the number of interactions for potential exposures.

(5) 21 MDG Public Health will be consulted before conducting any gathering/event forecast to exceed 50 total attendees. The 21 MDG PHEO will provide recommendations pertaining to gathering/event approval and risk mitigation. 21 MDG Public Health also has authority to approve deviations to the gathering guidance above, if required.

(6) The 21 MDG PHEO will track events exceeding 50 total attendees occurring on P-S GAR Installations and advise the P-S GAR/CC if there is an increased COVID-19 risk that would drive further restrictions on meetings/gatherings/events.

e. Wear of Face Coverings:

(1) Individuals will wear a face covering that covers the nose and mouth when six feet of physical distance cannot be consistently maintained and when in shared/common areas. Mask wear is encouraged under all circumstances, regardless of physical separation from other individuals, especially in an indoor environment.

(2) Exempted from this directive are persons in their personal residence and persons in their personally owned vehicles.

(3) If the face covering poses a safety hazard in the performance of duties, individuals are allowed to remove the cover for the time required to complete that duty.

(4) Personnel with underlying health conditions that prohibit the wear of a mask IAW CDC guidelines should acquire medical exemption documentation from a health care provider. Such personnel are still required to adhere to physical distancing guidelines as outlined above.

f. Dining Facilities:

(1) P-S GAR dining facilities are open to all personnel, to include mission partners.

(2) Limited sit-down dining is authorized with physical distancing measures; take-out containers and utensils will continue to be utilized.

(3) Capacity in dining facilities/food service areas will be limited to no more than 50% of capacity or 50 personnel per room, whichever is less.

(a) Extra-large dining facilities/food service areas to include the Peterson Air Force Base HUB's ballroom, dining room, open-wall reception lounge and Colorado Pizza, as well as the DFAC are limited to 100 personnel per room.

(4) Dining Facilities will continue to implement mitigation measures such as no salad bar, wrapping individual food items, and limiting contact during payment and checkout.

g. P-S GAR Facilities and Services:

(1) All services activities, to include Child Development Centers, School-Age Programs and Family Care Child Homes will follow CDC and COVID-19 federal/state/local guidance.

(2) Unit PT and limited intramural sports (such as softball or other activities that allow for appropriate distancing) may be conducted.

(3) Shuttle bus services at Schriever Air Force Base will continue operations between the hours of 0530 and 1800, Monday through Friday. The Cheyenne Mountain Air Force Station shuttle bus service will maintain operations 7 days a week. Buses will have staggered seating and protective measures around the driver's compartment. Riders are required to wear face coverings.

3. This guidance supersedes the following:

*Peterson-Schriever Garrison Public Health Directive #1, 11 August 20*

4. In the absence of specific direction outlined above, 21 MSG/CC and 50 MSG/CC are empowered to implement actions that balance risk to physical and mental health, risk to operations, and risk to mission sustainment at Peterson Air Force Base, Cheyenne Mountain Air Force Station and Schriever Air Force Base, respectively. Through a balanced, measured approach we will continue to defeat this enemy and preserve the long-term health of our teams and operations. As the installation host, P-S GAR will continue to monitor and assess the situation and adjust directives and guidance as necessary.

JAMES E. SMITH, Colonel, USAF  
Commander