



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

NOV 25 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 #3

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. Due to the sustained increase in cases and positive test percentages, constraints on testing and contact tracing, and hospitals reaching capacity for new admissions, the following changes will be effective as of 30 November 2020:

**a. Adjustments to Workforce:**

(1) Commanders are directed to reduce in-person manning levels to the lowest feasible degree to accomplish the mission. Consistent with similar State guidance, commanders and mission partner leads will implement an in-person work schedule not to exceed 25% of the workforce at any given time. The use of rotating shifts and/or telework will be utilized to the maximum extent possible. Commanders and mission partners with explicit mission needs as determined by the command are authorized to exceed the 25% threshold so 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. The Alternate PHEO is Lt Col Ian Wiechert, and can be reached at [ian.p.wiechert.mil@mail.mil](mailto:ian.p.wiechert.mil@mail.mil) or 719-556-1009.

(2) High-risk personnel are directed to maximize telework. Supervisors should make reasonable accommodations for personnel with individualized needs or concerns.

(3) All personnel will assess their health before leaving their residence. 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 been fever-free for 72 hours absent medication 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, both on and off duty.

(2) Unofficial Gatherings: On all P-S GAR installations in Colorado, the number of participants in informal or unofficial gatherings (e.g. potlucks, baby showers, gatherings of friends and family) will be limited to no more than 10 personnel, while still practicing physical distancing and the wear of cloth face coverings. All personnel are encouraged to review and follow the state of Colorado guidelines and limit informal gatherings to no more than 10 individuals, regardless of location.

(a) The use of 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 are not to exceed 50 personnel. Indoor events should include formalized processes (such as assigned seating) to assist with physical distancing, contact tracing and the reduction of the number of interactions for potential exposures. Commanders and mission partner leads are strongly encouraged to reduce attendance further wherever possible. At this time there will be no allowances nor waivers above the 50 personnel limit.

#### **e. Wear of Face Coverings:**

(1) All personnel 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, to include transiting through indoor spaces.



(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 face covering must acquire medical documentation from a health care provider outlining such a condition and the restrictions the condition places on wear of a face covering.

(5) Face coverings are required at all times, and under all circumstances, within medical and dental areas (to include the pharmacy and mental health facilities) given the additional risk posed to medical personnel.

**f. Dining Facilities:**

(1) Limited sit-down dining is authorized with physical distancing measures; take-out containers and utensils will continue to be utilized to the greatest degree possible. Dining Facilities will continue to implement mitigation measures such as no salad bar, wrapping individual food items, and limiting contact during payment and checkout.

(2) Extra-large dining facilities and food service areas including but not limited to the Peterson Air Force Base HUB's ballroom, dining room, open-wall reception lounge and Colorado Pizza, as well as the DFAC, are specifically limited to 50 personnel per room. Capacity in other dining facilities and food service areas will be limited to no more than 25% of capacity or 25 personnel per room, whichever is less.

**g. P-S GAR Facilities and Services:**

(1) Availability of on-base service activities will be adjusted based upon constraints such as available workforce, personnel hardship, and mission need. To the greatest degree possible, on-base service activities will follow all relevant local, state, and federal public health guidance. A separate document will be maintained and published on the installations' respective websites to capture the real-time status of service activities across P-S GAR bases in Colorado.

(2) Unit PT and intramural sports are indefinitely suspended.

(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.

2. This guidance supersedes the following:

*Peterson-Schriever Garrison Public Health Directive #1, dtd 11 August 20*  
*Peterson-Schriever Garrison Public Health Directive #2, dtd 5 Nov 20*

3. In the absence of specific direction outlined above, 21 MSG/CC and 50 MSG/CC are authorized to implement lesser actions in order to 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. The PHEO remains delegated the authority to order medical quarantine within the meaning of Article 84, Uniform Code of Military Justice (UCMJ). Failure to adhere to this directive may constitute a violation of Articles 90, 91, or 92, UCMJ.

4. 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.

A handwritten signature in black ink, appearing to read 'J E Smith', with a long horizontal flourish extending to the right.

JAMES E. SMITH, Colonel, USAF  
Commander