



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 436TH AIRLIFT WING (AMC)
Dover Air Force Base, Delaware 19902

7 January 2022

MEMORANDUM FOR ALL INDIVIDUALS ON DOVER AFB

FROM: 436 AW/CC

SUBJECT: Transition to Health Protection Condition Charlie

- References: (a) 436 AW/CC, "Transition to Health Protection Condition Bravo+," 31 August 2021. (*hereby superseded*)
- (b) Secretary of the Air Force, "Department of the Air Force (DAF) Guidance for Commanders' Risk-Based Responses and Implementation of Health Protection Condition Framework during the Coronavirus Disease 2019 Pandemic," 19 May 2021.
- (c) Secretary of Defense, "Guidance for Commanders' Risk-Based Responses and Implementation of the Health Protection Condition Framework during the Coronavirus Disease 2019 Pandemic," 29 April 2021.
- (d) Under Secretary of Defense, "Force Health Protection Guidance (Supplement 18) – DoD Guidance for Protecting All Personnel in DoD Workplaces During the Coronavirus Disease 2019 Pandemic," 17 March 2021.
- (e) Deputy Secretary of Defense, "Updated Mask Guidance for all DoD Installations and Other Facilities," 28 July 2021.
- (f) Secretary of the Air Force, "Department of the Air Force Guidance on Use of Masks," 16 February 2021.
- (g) Secretary of Defense, "Use of Masks and Other Public Health Measures," 4 February 2021.
- (h) Under Secretary of Defense for Personnel and Readiness, "Guidance on Eligibility for a Coronavirus Disease 2019 Vaccine Booster Dose," 17 December 2021
- (i) Centers for Disease Control and Prevention - Media Statement, "CDC Expands Booster Shot Eligibility and Strengthens Recommendations for 12-17 Year Olds," 5 January 2022
- (j) 436 AW COVID-19 OPT "Dover AFB HPCON Bravo Workplace Occupancy Exemption Reporting Guidelines," 10 August 2021.
- (k) Declaration of a State of Emergency for the State of Delaware Due to a Public Health Threat, dated 3 January 2022

1. This letter supersedes the previous HPCON Bravo+ memo, Reference (a). Due to the increasing rate of COVID-19 cases as well as the decreasing capacity of the standard of healthcare in the local community, I have elevated the HPCON level from Bravo+ to Charlie. Mission support services will remain open in accordance with appropriate mitigation measures.

2. On 3 January 2022, Governor John C. Carney issued a Declaration of a State of Emergency for the State of Delaware Due to a Public Health Threat, Reference (j). In December 2021, Delaware repeatedly surpassed its daily record number of COVID-19 cases

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since March 2020. This increase in COVID-19 cases is caused by new and highly transmissible variants such as Delta and Omicron which spread more easily than the original virus. Some hospitals in Delaware have exceeded 100% inpatient bed capacity amid an extraordinary surge in hospitalizations from COVID-19 and crippling staffing shortages.

3. In cooperation with unit commanders and mission partner leadership teams, we will continue necessary in-person manning while following the workplace occupancy limitations in accordance with References (b) and (c). References (b) and (c) are the guides to achieve mission requirements while ensuring COVID-19 mitigation strategies are in place to limit unnecessary exposure.

a. Teleworking and virtual meetings should be utilized to the greatest extent practicable to decrease normal space occupancy without degrading mission capabilities in accordance with References (b), (c) and (d).

b. Mission essential activities and meetings are at the discretion of unit commanders, but in-person attendees should be kept to the minimum necessary for mission requirements in accordance with References (b) and (c).

4. Workplace occupancy limitations are to be less than 25 percent of normal occupancy.

a. DAFB will utilize the 11 categorical exemptions approved by the Secretary of the Air Force included in Reference (b).

b. Additionally, references (b) and (c) allow for installation commanders, in a grade no lower than O-6, to grant exemptions for workplace occupancy limits under HPCON levels. For the purposes of this memo, “workplace” is defined as Dover Air Force Base (DAFB). In accordance with the authority delegated to me in References (b) and (c), unit commanders (and functional equivalents) at DAFB are authorized to allow up to 100 percent workplace occupancy.

c. In accordance with Reference (c), unit commanders will report to the Installation Commander a record of all workplace occupancy limit exemptions. Submit the report to the DAFB COVID Operational Planning Team using the procedures defined in Reference (j). Commanders that previously documented workplace exemptions are not required to resubmit reports unless they intend to modify or rescind said exemptions.

5. Social gatherings should not exceed 10 or more without unit commander approval. Commanders should consult Public Health to properly evaluate risk and receive guidance prior to approving social gatherings of 10 or more.

6. Morale, Welfare and Recreation services, along with food and other support services will be modified or provided at a reduced capacity in accordance with Public Health guidance. The 436th Force Support Squadron will manage and communicate the specific impacts.

7. While on DAFB, all personnel will practice appropriate physical distancing and wear a mask in accordance with References (e), (f), and (g).

8. In order to maintain a safe work environment, Commander and Directors should emphasize that members continue following prevention practices. Members are strongly

encouraged to practice additional risk mitigation measures both on and off-base. Measures to further lower the risk of COVID-19 infection include:

- a. Frequent hand sanitation using soap and water or hand sanitizer;
- b. Staying home or going home when sick and/or feverish;
- c. Mission permitting, consider the use of telecommunications in place of face-to-face interactions;
- d. Frequently disinfecting common touch points, including vindicator pads, keyboards, door handles, etc.
- e. Wear a mask indoors and when unable to physically distance, regardless of vaccination status;
- f. Avoid gatherings that do not have COVID-19 mitigation measures in place;
- g. Plan social events to be outdoors with proper distancing to the maximum extent
- h. Isolate and contact the Medical Group Appointment line if you suspect COVID-19 illness (302) 730-4633.

9. In addition to the above measures and being fully vaccinated, Centers for Disease Control and Prevention (CDC) recommends individuals 12 years or older obtain a COVID-19 booster dose consistent with CDC guidelines. References (h and i).

10. For approval of leave or pass (liberty), all personnel will follow their respective organization's most current policies, in addition to relevant DoD or Service-specific guidance. Air Force members will follow Air Force Instruction 36-3003, *Military Leave Program*.

11. The DAFB team will continue to monitor data concerning COVID-19 to support future HPCON transitions.

12. As we combat this current surge of COVID-19 cases, we should all avoid social gatherings, restaurants, and other establishments that do not readily allow for appropriate health and safety practices. When off base, wearing a face mask is strongly encouraged indoors and in crowded settings where physical distancing cannot be maintained. Along with increasing the numbers of those vaccinated and boosted, your cooperation in adhering to physical distancing and mask wear protocols is our best defense against COVID-19 and future variants.



MATTHEW S. HUSEMANN, Colonel, USAF
Commander