

**BY ORDER OF THE COMMANDER**  
**8TH FIGHTER WING (PACAF)**

**KUNSAN PHEWG INSTRUCTION 1-1**

**3 December 2021**



**Operations**

**COVID CONTINGENCY PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available at the 8th Fighter Wing Public Health Emergency Working Group (PHEWG).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 8 FW/PHEWG

Certified by: 8 FW/CC (Col John B. Gallemore)

Pages: 21

---

This instruction establishes commander-directed policies and procedures to ensure the protection and health of the 8th Fighter Wing's (8 FW) tangible and intangible personnel and resources. It applies to total force military personnel, Government Schedule (GS), Non-Appropriated Fund (NAF), and tenant unit personnel assigned to Kunsan Air Base (AB). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR).



**DEPARTMENT OF THE AIR FORCE  
8TH FIGHTER WING (PACAF)  
KUNSAN AIR BASE, REPUBLIC OF KOREA**

MEMORANDUM FOR ALL 8 FW PERSONNEL

FROM: 8 FW/CC

SUBJECT: Public Health Emergency Working Group (PHEWG) Operating Instruction (OI)

1. This OI is applicable to all 8th Fighter Wing personnel and must be read and complied with in its entirety. This publication is maintained by the PHEWG and is a comprehensive collection of the 8 FW's COVID-19 guidance. Information regarding roles and responsibilities for the unit and individual personnel are outlined.
2. Adherence to these mitigation guidelines is central to our effective response to the ongoing COVID-19 pandemic. Your unwavering devotion to overcome any challenge is the foundation for the 8 FW's "Protect the Pack" ethos.
3. This memorandum supersedes previous, same subject. My POC for this memorandum is the 8 FW PHEWG. Direct any questions to [8FW.Covid-19.Workflow@us.af.mil](mailto:8FW.Covid-19.Workflow@us.af.mil).

JOHN B. GALLEMORE, Colonel, USAF  
Commander

**Chapter 1 – Overview .....4**  
**Chapter 2 – Roles & Responsibilities .....5**  
**Chapter 3 – Execution.....8**  
**Chapter 4 – The "Teams" .....18**

## Chapter 1 – Overview

**1.1. Purpose.** The purpose of this document is to streamline all COVID-19 response operations and efforts within the 8 FW.

**1.2. Situation.** The novel coronavirus disease 2019 (COVID-19) continues to affect the Republic of Korea (ROK), the United States and the rest of the world. Operations are transitioning from primarily prevention efforts to increased mitigation and mission assurance tasks, as well as recovery efforts. The ROK has mandated testing and a 14-day quarantine for all international travelers.

**1.3. Mission.** Receive inbound 8 FW personnel into Public Health approved quarantine locations in compliance with ROK law and USFK guidelines.

**1.4. Recognition.** Personnel performing COVID support operations including, but not limited to, Unit COVID representatives, Team Clean augmentees, Team Feed augmentees, Team Trace augmentees, and personnel TDY to Osan and Camp Humphreys supporting inbound reception and isolation actions may be eligible for the Humanitarian Service Medal or the Armed Forces Service Medal (depending on length and nature of support to COVID-19 relief efforts and operations) as outlined in myPers article “Armed Forces Service Medal and Humanitarian Service Medal Eligibility for Coronavirus Operations and Activities” (see attachment on the COVID-19 SharePoint). Processing procedures for those eligible must be accomplished through the eligible member’s chain of command.

## Chapter 2 – Roles & Responsibilities

**2.1. 8th Fighter Wing Commander (8 FW/CC).** The 8 FW/CC has the authority to declare a Public Health Emergency (PHE), to include shifting Health Protection Condition (HPCON) levels for Kunsan AB.

**2.2. Crisis Action Team (CAT).** The CAT is a command and control (C2) function normally activated for a specific incident to oversee the mission operation of the installation. The CAT is scalable to support and coordinate with the PHEWG.

**2.3. Emergency Operations Center (EOC).** The EOC is a command and control (C2) function which may be activated to coordinate efforts among squadron Unit Control Centers (UCCs). The EOC has dedicated node within the 8 FW Command Post and virtual capabilities through the use of applications, such as Microsoft Teams.

**2.4. Public Health Emergency Working Group (PHEWG).** The PHEWG is composed of subject matter experts (SMEs) throughout the 8 FW. The PHEWG is a decentralized agency coordinating planning and response efforts during the COVID-19 PHE. Membership of the PHEWG is as follows:

**Table 2.1.**

Role	Responsibility
Public Health Emergency Officer (PHEO)	Approves established PHEWG procedures. Has regulatory authorities IAW CDR USFK's PHE Declaration.
PHEWG Lead	Fills in as advisor to the PHEWG; can be rotational O-5+ as directed.
PHEWG Action Officer	Coordinates the overall day-to-day operations of the PHEWG.
Logistics Readiness	Coordinates transportation and travel management planning.
Civil Engineering/Housing	Manages permanent party beddown options & liaises with Civil Engineering operations for urgent projects.
Emergency Management	Leads transition into EOC operations/manages COP for UCCs.
Force Support	Provides food, lodging, and personnel subject matter expertise.
Medical	Coordinates medical emergency services planning.
<i>*Public Affairs, Legal, Comptroller, and other agencies may be activated as needed.</i>	

**2.5. Unit Control Centers (UCCs).** UCCs are the focal point within organizations to maintain unit command and control. UCCs will manage requested support from the CAT, PHEWG, and/or EOC upon activation.

**2.6. Squadron Commanders (Sq/CCs).** Oversees the unit COVID tracking procedures. Reviews and validates all inbound, leave, TDY, and close contact quarantine personnel. May delegate actions within unit, as needed.

**2.7. Unit COVID Representatives.** COVID representatives will be appointed by the Sq/CC (see appointment letter template on the COVID-19 SharePoint). The unit COVID representative is responsible for ongoing COVID procedure education and prevention. The unit COVID

representative is the primary POC responsible for ensuring the COVID Wing Tracker is updated for inbound information. The unit COVID representative is also responsible for ensuring accountability and tracking of Korea Disease Control and Prevention Agency (KDCA) confirmation of COVID-19 Vaccination documentation (Attachment 49), see para 2.7.2.

#### 2.7.1. COVID Wing Tracker.

2.7.1.1. Inbounds. Minimum of 7 days prior to arrival, basic information required in the COVID wing tracker must be entered. (Name, DODID, RNLTD, etc.)

2.7.1.2. Arrival. Upon arrival any missing or wrong information in the COVID Wing Tracker will be routed to Squadron Commanders.

2.7.1.3. Procedures. Unit COVID representatives are responsible for updating the COVID Wing Tracker. Please refer to the attachment on the COVID-19 SharePoint for instructions on how to update the COVID Wing Tracker.

#### 2.7.2. Attachment 49. Unit COVID representatives will maintain accountability of all issued COVID-19 Vaccination forms (Attachment 49).

2.7.2.1. Overview. Unit commanders and/or equivalent civilian supervisors have the authority to issue Attachment 49 to all fully vaccinated USFK-affiliated and/or SOFA personnel, including Service Members, civilians, contractors, and family members. This does not pertain to Korean Nationals vaccinated by USFK.

2.7.2.2. Restrictions. Units will not modify Attachment 49 in any way. Units and individuals shall not laminate, photocopy in reduced size, or otherwise modify/amend the format of the original document. Original documentation is legally recognized by the KDCA. Photocopies or pictures of the original documentation might not be accepted by KDCA or local ROK authorities/businesses. Units shall not duplicate blank forms of Attachment 49 and shall not issue the same control number to more than one individual, nor shall any singular individual be issued more than one control number at the same time.

2.7.2.3. Issuance Instructions. Before issuing Attachment 49, unit COVID representatives shall verify “fully vaccinated” status with physical copies of individual’s Center for Disease Control (CDC) card, military vaccination record, state/local vaccination record, or U.S. government agency/department medical record and fill out Attachment 49 with a unique serialized control number for each individual. All fillable sections of Attachment 49 are to be completed in wet ink.

2.7.2.4. Loss or Damage. If an original Attachment 49 is lost, stolen, destroyed, mutilated, or otherwise rendered unreadable or unpresentable, the individual shall notify their unit COVID representative. The unit COVID representative shall account for the loss of original documentation and issue a new Attachment 49 with a new unique control number to the individual. Units shall track and maintain accountability

of the change in control number. Loss or destruction (without malicious intent) of Attachment 49 is not punitive and units shall not withhold issuance in the event of loss or destruction (without malicious intent).

2.7.2.5. Unvaccinated Personnel. Units will not issue Attachment 49 to any unvaccinated persons, to include individuals with pending or approved vaccination exemptions. Exemption from COVID-19 vaccination does not preclude individual accountability to and compliance with all ROK and USFK COVID-19 laws, policies, and guidelines. Exempted personnel are still considered unvaccinated; such personnel are not eligible for issuance of Attachment 49 and shall follow all ROK and USFK measures as an unvaccinated individual.

**2.8. Sponsors (for Inbound/Leave/TDY Members/Close Contact).** All units will identify a sponsor for each quarantine member. Sponsors attend sponsorship training with the Airmen and Family Readiness Center (A&FRC) as soon as they are notified they will fulfill the role of sponsor. The sponsors will be responsible for establishing positive communication with inbound members in regards to COVID guidance specific to Kunsan AB. The sponsorship packet is available on the COVID-19 SharePoint.

**2.9. Commander's Support Staff (CSS).** May support the Unit COVID representatives and sponsors by providing inbound personnel projected arrival dates using Base Level Service Delivery Model (BLSDM) rosters.

## Chapter 3 – Execution

### 3.1. Information Management.

#### 3.1.1. Established Documents and Platforms.

**Table 3.1.**

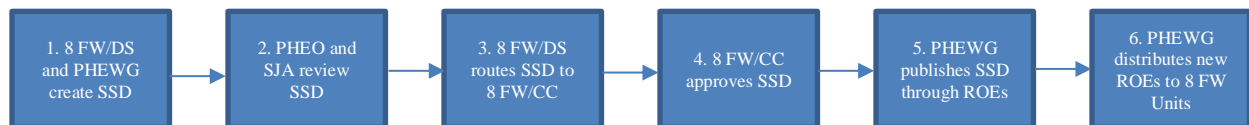
Document	Description	Platform	OPR
Rules of Engagement (ROEs)	Captures all previously issued Senior Staff Directives (SSDs), clearly stating, in one document, the current Kunsan AB posture.	COVID-19 SharePoint	PHEWG
Newcomer's Guide	Guides inbound members entry into the Republic of Korea and Kunsan AB.	COVID-19 SharePoint & Kunsan.af.mil	Public Affairs
Sponsorship Packet	To be used to facilitate welcoming inbound members.	COVID-19 SharePoint	PHEWG

*Note: Units may establish their own Standard Operating Procedures (SOPs) internally.*

**Table 3.2.**

Platform	Description	Permissions/POC
COVID-19 SharePoint	Contains consolidated COVID-19 information to include guidance, sponsorship tools, and an inbound tracker for Kunsan AB personnel.  <a href="https://usaf.dps.mil/sites/kunsan/8FW/COVID-19/SitePages/Home.aspx">https://usaf.dps.mil/sites/kunsan/8FW/COVID-19/SitePages/Home.aspx</a>	Communications
Microsoft Teams App	The common operating picture for the PHEWG and COVID unit reps.	PHEWG
COVID-19 ShareDrive	Contains PHEWG files. To connect to the drive, map computer to: \\mlwx-fs-021v\COVID19	PHEWG

**3.2. SSD Approval Process.** SSDs inform 8 FW members of new processes established by the 8 FW/CC. The SSD approval process is as follows:





### 3.3. Concept of Operations.

#### 3.3.1. Transportation.

3.3.1.1. Transportation for Inbound Members. Inbound members will be tracked on the COVID-19 SharePoint. Unit COVID representatives will populate their inbound member's required information.

3.3.1.1.1. Rotator Inbounds. Inbound members arriving using the rotator will be transported from Osan AB to Kunsan AB via Wolfpack Wheels. Wolfpack Wheels will depart the Osan PAX terminal at 1800 on Mondays and Wednesdays. Members are responsible for paying for their Wolfpack Wheels transportation at the Falcon Community Center once released from quarantine.

3.3.1.1.2. Commercial Inbounds. Inbound members arriving commercially will be transported from Incheon Airport directly to Kunsan AB. Contracted buses leave Incheon Airport at 1300 and 2200 daily.

3.3.1.1.3. Other Options. Inbound members, whether arriving via rotator or commercially, may be picked up via a government owned vehicle (GOV) or privately owned vehicle (POV). Drivers and passengers shall wear proper personal protective equipment and observe proper mitigations for the entire duration of transport. Picking an inbound member up via GOV/POV must be annotated on the COVID Wing Tracker.

3.3.1.2. Transportation of Outbound Members. Outbound members are responsible for booking transportation for their departure. They may use Wolfpack Wheels, public transportation, or a member from their unit may drive them in a POV.

3.3.1.3. Transportation of COVID-19 Positive Members. The 8 MDG "COVID Van" is used to transport COVID-19 positive members. Refer to para. 3.3.5.2.

#### 3.3.2. Reception Process.

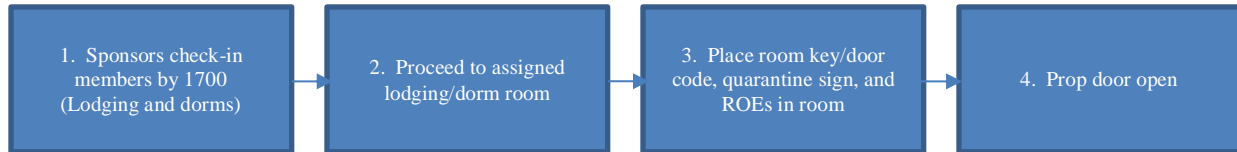
3.3.2.1. Pre-Arrival Process. The inbound member's sponsor will secure the member's room prior to them arriving.

3.3.2.1.1. Wolfpack Lodge. If staying at Wolfpack Lodge, sponsors will set up the room with room keys, Kunsan ROEs/COVID-19 documents, recommended personal essential items, snacks, etc. Sponsors will bolt the doors open and place a quarantine sign on the door prior to members arriving.

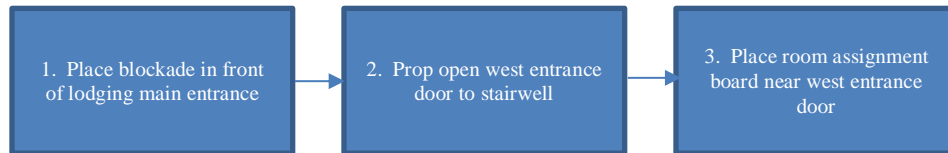
3.3.2.1.2. Dormitories. If staying at the dorms, sponsors will set up the room with a dorm in-processing packet, Kunsan ROEs/COVID-19 documents, recommended personal essential items, snacks, etc. Sponsors

will prop doors open and place a quarantine sign on the door prior to members arriving.

3.3.2.1.3. Sponsor Preparation Flow Chart.



3.3.2.1.4. Building Preparation Flow Chart.

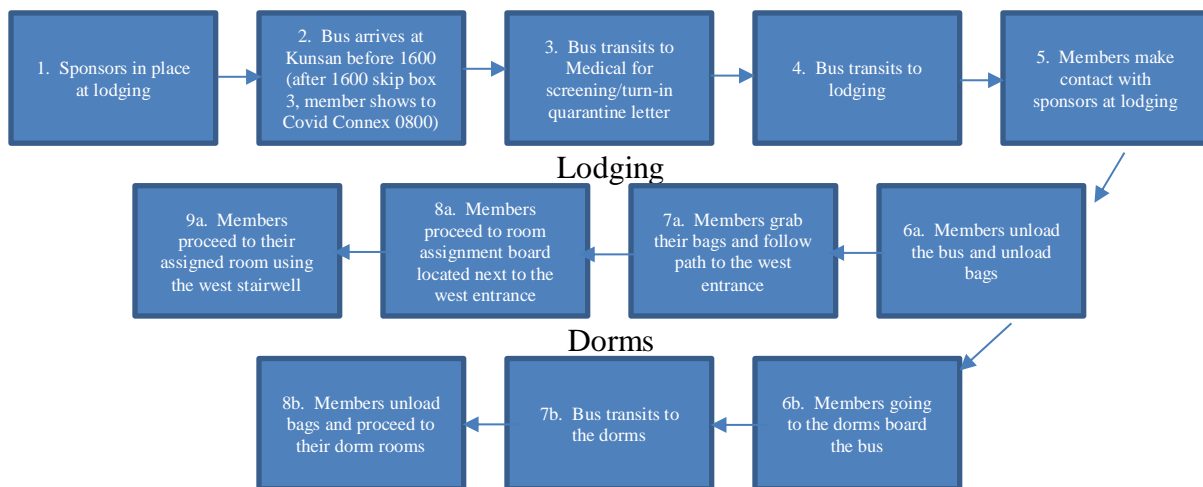


3.3.2.1.5. Arrival Process. Sponsors are responsible for ensuring the proper arrival of inbound members arriving to Wolfpack Lodge from both rotators and commercial flights. The health and safety protocols for receiving inbound members must be followed. Information may be found on the COVID-19 SharePoint. Responsibilities are as follows:

Table 3.3.

Sponsor Responsibilities	
1.	Greet inbound members when they exit the commercial bus at Wolfpack Lodge.
2.	Remind members of their dorm/lodging room assignment information.
3.	If going to dorms, instruct the member to get on the Ground Transportation vehicle.
4.	Instruct members to stay in their room until approved for release from quarantine.

3.3.2.1.5.1. Arrival Process Flow Chart.



### 3.3.3. Resource Support.

3.3.3.1. Mask Wear. Refer to SSD 21-14 on the COVID-19 SharePoint for current Health Protection Condition (HPCON) and mask wear guidelines.

### 3.3.4. Quarantine Procedures. Specific quarantine procedures for members are identified in the SSDs and ROEs, and updated as needed.

3.3.4.1. Rules of Engagement (ROEs). The PHEO will provide a formal notice of quarantine to personnel subject to medical quarantine through the “Quarantine ROEs” order; this will be given to inbound members upon arrival at Kunsan AB by 8 MDG personnel. The memorandum will contain the beginning and end date for the quarantined member.

3.3.4.2. Pharmacy Procedures. Medication distribution for quarantined members will be coordinated by the member and the Medical Officer on Duty (MOD). MOD will determine the need for medication and will notify the unit’s First Sergeant or unit COVID representative for pick-up procedures.

3.3.4.3. Laundry/Dumpster Procedures. Personnel in quarantine are authorized to remove trash from their quarantine location and do laundry. Mask must be worn at all times when outside of room. Please refer to para. 3.h.(5) of the Quarantine ROEs for further information about laundry/trash procedures.

3.3.4.4. Outdoor Time. Personnel in quarantine who are not fully vaccinated are authorized up to two hours of outdoor time after their initial day 3 COVID PCR test results are reported negative and with notification by unit leadership. Outdoor time is usually authorized unless Public Health has determined the member as a close contact. During outdoor time, members must wear masks and reflective belt, maintain a six foot bubble, and remain in locations designated by Public Health.

3.3.4.5. Day 1 COVID-19 Test. On Day 1 of quarantine at 0800, fully vaccinated quarantined members will report to the COVID Testing CONNEX in the Medical Group South Parking Lot for a COVID-19 test. Members must wear masks and maintain social distancing protocols.

3.3.4.6. Day 3 COVID-19 Test. On day 3 of quarantine at 1630, non-fully vaccinated quarantined members will report to the COVID Testing CONNEX for a COVID-19 test. Members must wear masks and maintain social distancing protocols.

3.3.4.7. Day 6 COVID-19 Test. On day 6 at 1630, fully vaccinated members will report to the COVID Testing CONNEX for a COVID-19 test. Members must wear masks and maintain social distancing protocols.

3.3.4.8. Day 12 COVID-19 Test. On day 12 of quarantine at 1630, all non-fully vaccinated quarantined members will report to the COVID Testing CONNEX for a

COVID-19 test. Members must wear masks and maintain social distancing protocols.

3.3.4.9. Missing a Testing Time. If a member misses their assigned testing time, they will report to the next testing time at 0800 or 1630.

3.3.4.10. Relocation Procedures. In the event of a facility emergency requiring a relocation, quarantined members will have 90 minutes to transition to an alternate facility/dorm room.

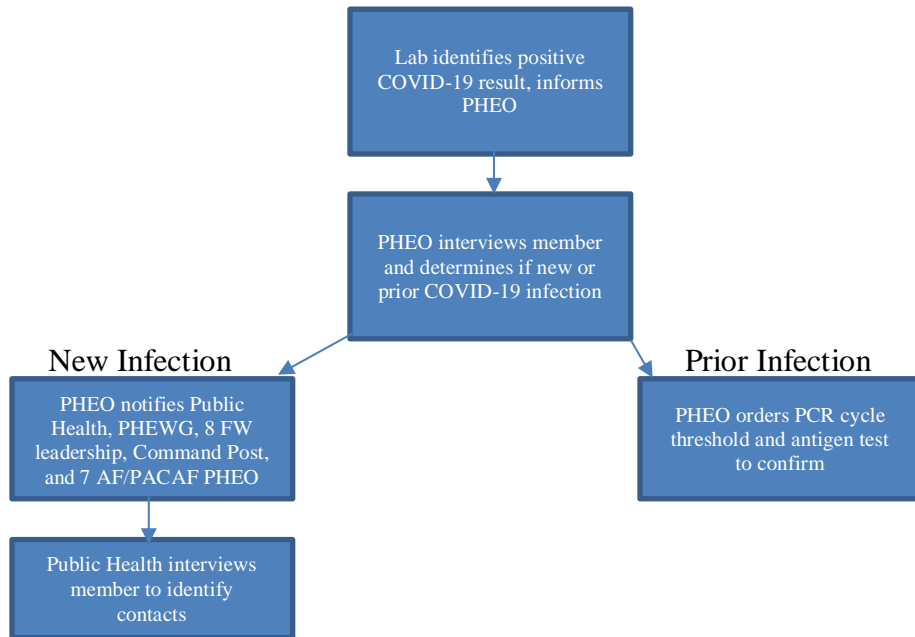
3.3.4.11. Release from Quarantine for Fully Vaccinated Members. Personnel who are fully vaccinated are released from quarantine upon notification by unit leadership, if they are asymptomatic and their initial day 1 COVID PCR test results are reported negative. Public Health will update the COVID Wing Tracker showing a release status. Members are released upon notification from their squadron leadership. Fully vaccinated personnel are not required to stay on installation until the day 6/7 test, however they must still adhere to all USFK/ROK/Host Nation rules, laws, and regulations on/off installation to include Korean local public health mask wear and social distancing requirements off installation. Indoor mask wear on base is still mandatory for all fully vaccinated personnel until receipt of a day 6/7 negative PCR test result. The only exceptions to this mask wear are:

- (a) For brief periods of time when eating and drinking while maintaining distancing in accordance with CDC guidelines and instructions from commanders and supervisors.
- (b) When mask wear is required to be lowered for a brief period of time for identification or security purposes.
- (c) When necessary to reasonably accommodate an individual with a disability.
- (d) When alone or with vaccinated cohabitant in on or off-installation living quarters or residence.

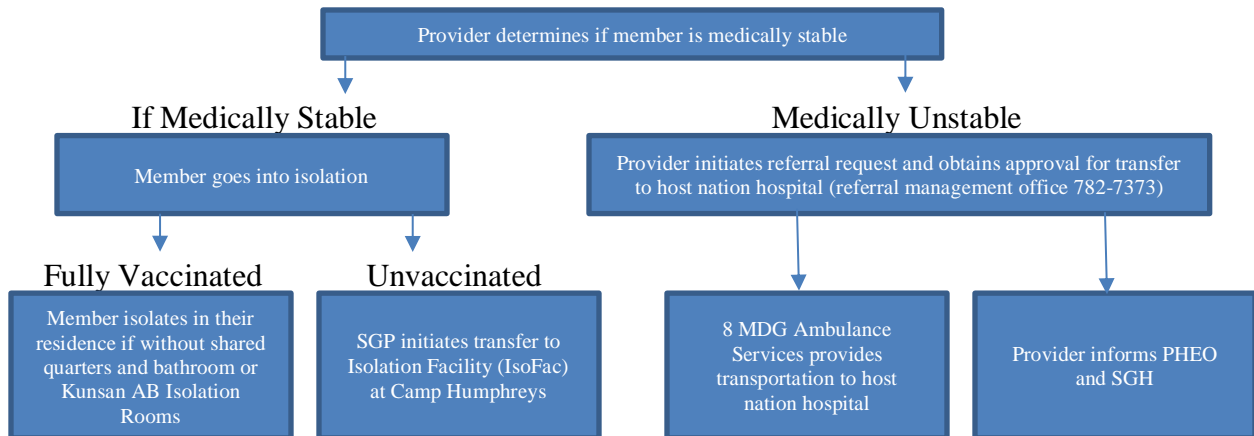
3.3.4.12. Release from Quarantine for Non-Fully Vaccinated Members. Release from quarantine will require a final, day 12 negative COVID-19 test with no signs of symptoms on day 14. Public Health will update the COVID Wing Tracker showing a release status. Members are released upon notification from their squadron leadership.

3.3.5. COVID-19 Positive Member Process.

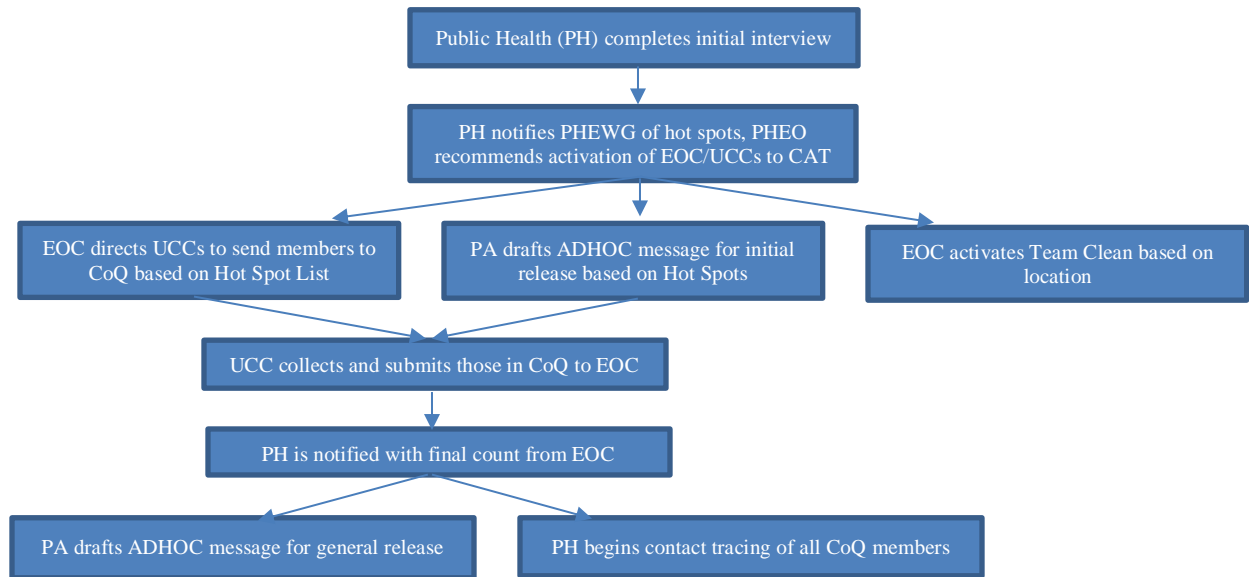
3.3.5.1. COVID-19 Positive – Notification.



3.3.5.2. COVID-19 Positive – Transport.



3.3.5.3. On-Base Hot Spot Notification. These notification procedures are determined by Public Health and enacted by the 8 FW/CC when there is an increase in COVID-19 positive cases on the installation warranting mass quarantine or isolation. Command and control may be conducted virtually through use of Microsoft Teams to report tracing status.



3.3.6. Isolation Procedures. Per USFK memorandum, “Delegation of Authority for Component Commanders to Allow for On-Base Isolation in Living Quarters” dated 20 Sep 2021, Kunsan AB is authorized to allow personnel infected with COVID-19 to isolate in on-base living quarters. Specific isolation procedures for members are identified in the SSDs and ROEs, and updated as needed. See para. 3.3.6.2. for information regarding locations where members may isolate.

3.3.6.1. Rules of Engagement (ROEs). The PHEO will provide a formal notice of isolation to personnel subject to medical isolation through the “Isolation ROEs” order; this will be given members upon confirmation of positive COVID-19 infection by 8 MDG personnel.

3.3.6.2. Isolation Locations. The only locations authorized for isolation are the Wolfpack Lodge and a member’s dorm room (provided they do not share a bathroom). Unvaccinated members must isolate at Camp Humphrey’s Isolation Facility (IsoFac).

3.3.6.3. Emergencies. Emergencies associated with care of member’s isolating on-base will be addressed immediately. Significantly symptomatic positive members requiring possible emergency treatment and hospitalization, will be transported to the nearest off-base medical facility for advanced care, further diagnosis and treatment.

3.3.6.4. Pharmacy Procedures. Medication distribution for isolation members will be coordinated by the member and the Medical Officer on Duty (MOD). MOD will determine the need for medication and will notify the unit’s First Sergeant or unit

COVID representative for pick-up procedures.

3.3.6.5. Laundry/Trash Procedures. Personnel in isolation are authorized to remove trash and do their laundry one time during their isolation. Members may leave their room on day 7 between 1000-1400 to perform laundry and take out trash. Mask and gloves must be worn at all times when outside of room. All surfaces that the isolated member comes in contact with must be cleaned with disinfectant wipes.

3.3.6.6. Outdoor Time. Personnel in isolation are not authorized outdoor time and may only leave their room for emergencies, COVID-19 testing, or to perform day 7 laundry and trash.

3.3.6.7. COVID-19 Testing. Personnel in isolation, once they become asymptomatic, will be tested every other day through day 14 in isolation.

3.3.6.8. Relocation Procedures. In the event of a relocation, isolation members will have 90 minutes to transition to an alternate facility/dorm room.

3.3.6.9. Release from Isolation. A member's release from isolation will require 72 hours without symptoms and either two negative COVID-19 tests at least 24 hours apart, or at least 14 days in isolation. Members are released upon notification from their squadron leadership.

3.3.6.10. Cleaning of Isolation Rooms. Cleaning of rooms previously occupied by COVID-19 positive personnel is mandatory. If the member was isolated on the installation, the member's unit will ensure the room is properly cleaned and disinfected before allowing persons into the room. The 8 MDG Bio-environmental office is responsible for providing training and information to clean hazardous areas. Units will have to acquire cleaning supplies and Personal Protective Equipment (PPE) through their own funds.

3.3.7. Close Contacts – Patients Under Investigation (PUI). A close contact is a person who was within 6 feet of an infected person for a total of 15 minutes or more. A patient under investigation (PUI) may also include a low or medium risk contact, not meeting all criteria for a close contact. Public health will interview a new COVID-19 positive person to identify others who were in contact and may have been exposed to COVID-19 infection. All close contacts and PUIs should monitor themselves for symptoms, such as cough, shortness of breath, chest pain, sore throat, fever, chills, congestion, or changes in the sense of taste or smell. Contacts who develop symptoms will promptly isolate themselves, notify public health staff, and be evaluated for medical care. PCR testing will be obtained within 24 hours of symptom onset.

3.3.7.1. Vaccinated Close Contacts. Fully vaccinated close contacts and PUIs are required to follow health monitoring status guidelines for 7 days. They will be masked at all times and maintain social distance from others outside their room. They will not eat or drink among other personnel and should obtain their food to go. They will

undergo a day 5 COVID-19 PCR test.

3.3.7.2. Unvaccinated Close Contacts. Close contacts and PUIs not fully vaccinated will quarantine for 14 days, without outdoor time. They may conduct laundry/trash procedures as stated in para. 3.3.6.5. A day 12 COVID-19 PCR test will be conducted.

### 3.3.8. Quarantine/Isolation Facilities.

3.3.8.1. Quarantine Facilities. Dormitories, along with Wolfpack Lodge, are used as quarantine locations for inbound members. Kunsan AB quarantine buildings are as follows:

**Table 3.4.**

<b>Building #</b>	<b>Capacity</b>	<b>Building #</b>	<b>Capacity</b>
314 (Wolfpack Lodge)	8-24 isolation rooms	342	40
504	288	344	40
522	122	346	40
535	528	223	8
603	384	224	8
617	160	225	10
1401	128	226	8
1406	128	201	2
1407	128	202	3
1408	128	203	3
1418	162	204	2
1431	96	205	2
1440	100	207	2
1245	61	208	4
1247	61	211	2
1262	61	213	2
1264	61	215	2
339	40	217	2
340	40	219	2
Total Capacity: 2866-2882			
<i>NOTE: The OPR for current occupancy numbers is 8 CES Housing.</i>			

3.3.8.2. Isolation Facilities. Isolation facilities will vary according to the member's vaccination status and/or the layout of the member's living quarters.

3.3.8.2.1. Vaccinated Personnel. Personnel who are fully vaccinated will isolate on-base in their living quarters. If they share a bathroom, they must isolate in Wolfpack Lodge.

3.3.8.2.2. Unvaccinated Personnel. Personnel who are not fully vaccinated will isolate at Camp Humphrey's IsoFac.



3.3.8.3. Other Bases' Capabilities. Osan AB's and Camp Humphreys' quarantine and isolation facilities information is as follows:

<b>Installation</b>	<b>Quarantine – Capacity</b>	<b>Isolation – Capacity</b>
Osan AB	428	49
Camp Humphreys	2,772	188
<i>NOTE: For current occupancy numbers, call the Osan AB COVID-19 Command Control Center at DSN 784-0198 and Camp Humphreys Public Health at DSN 737-1731.</i>		

## Chapter 4 – The “Teams”

### 4.1. Overview.

4.1.1. Team Clean, Team Feed, and Team Trace are semi-formal support functions utilized for various COVID processes.

### 4.2. Team Clean.

4.2.1. Team Clean’s purpose is to decontaminate facilities that have been identified as COVID-19 hotspots. The facilities will remain off limits until they have been safely decontaminated or a total of 72 hours have passed since the positive member was in the facility. The operations for Team Clean will consist of two parts: Centralized Team Clean and Decentralized Team Clean.

4.2.1.1. Centralized Team Clean (CTC). Centralized, or Contracted Team Clean, is decontamination performed by contracted personnel. The Contracted Team Clean support will be requested through the 411th Army Contracting Office. The current POC for this support is:

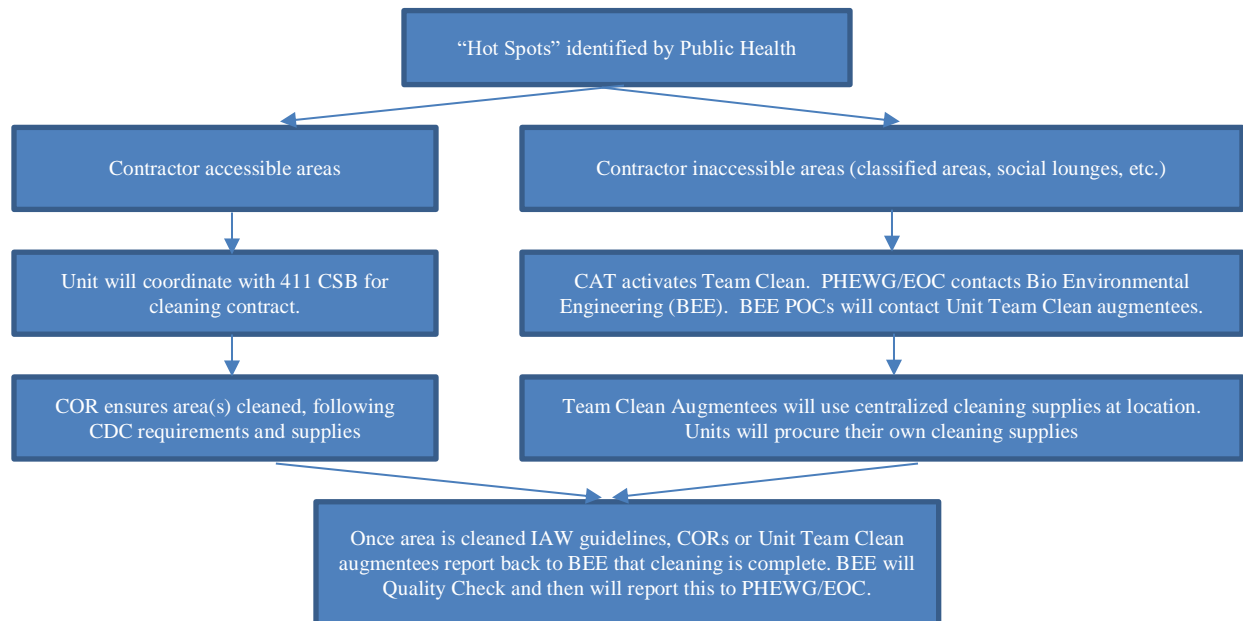
Supervisory Contract Specialist / Contracting Officer  
411th CSB RCO-Kunsan  
Building 753, Kunsan AB  
DSN: 315-755-9308  
Comm: 0503-355-9308  
Cell: 010-5817-4980

All centralized Team Clean services are initiated by the 411th and they will provide the selected vendor to the Contracting Officer Representative (COR) once the service request has been confirmed. The only limitation on the CTC is classified areas and unit social lounges (hooches). Additionally, escorts possessing a Restricted Area Badge (RAB) are required for the flight line. CTC can clean multiple buildings in a single day.

*NOTE: Squadrons are required to fund CTC. All requests should specify the areas and the square footage that is required to be cleaned. CE can provide the square footage information for areas requiring cleaning.*

4.2.1.2. Decentralized Team Clean. Decentralized, or Unit Team Clean, is to decontaminate facilities that, due to some restrictions, such as classified areas, are inaccessible to contractors. Units will be required to clean these areas internally. The 8 MDG Bio-Environmental office is responsible for supplying training and information on what is required to clean hazardous areas. Units will have to acquire cleaning supplies and Personal Protective Equipment (PPE) through their own funds.

#### 4.2.2. Team Clean Activation.



#### 4.3. Team Feed.

4.3.1. Team Feed's purpose is to establish a process that will effectively deliver meals to members in quarantine. This process will allow the Dining Facility (DFAC) sufficient time to provide the proper amount of meals to members.

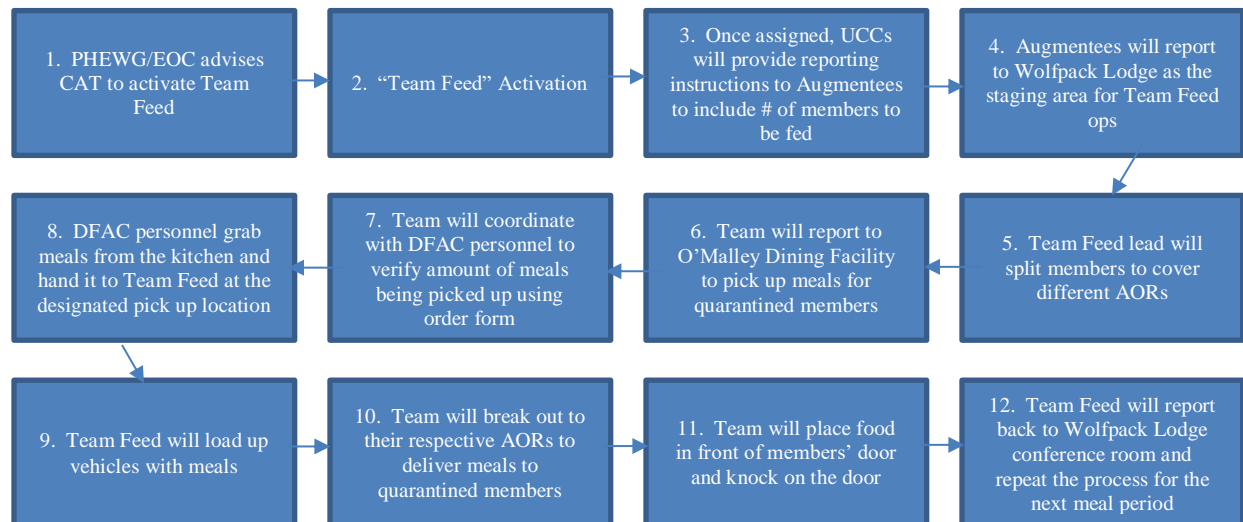
4.3.1.1. Centralized Team Feed. The operations for Team Feed will consist of four augmentees from each unit. A member of the PHEWG will oversee the augmentees.

4.3.1.1.1. Prior to Activation. Four augmentees will be appointed per squadron. A standing appointment letter will be maintained so units know who will be tasked.

4.3.1.1.2. Centralized Team Feed Activation. FSS will provide each unit with a spreadsheet template for units to populate with the information of their personnel going into quarantine and requiring meals. Upon receipt of completed spreadsheets from each ESF, FSS will organize the list of members requiring food by location. The PHEWG will contact augmentees for activation and to report to the DFAC NLT four hours from recall. Augmentees will report to the DFAC and receive instructions for delivering meals. The augmentees will be required to fill out meal request forms and pick up the meals using the same process as the unit sponsors. Team Feed will have its own separate table at the DFAC, not to be intermixed with other units.

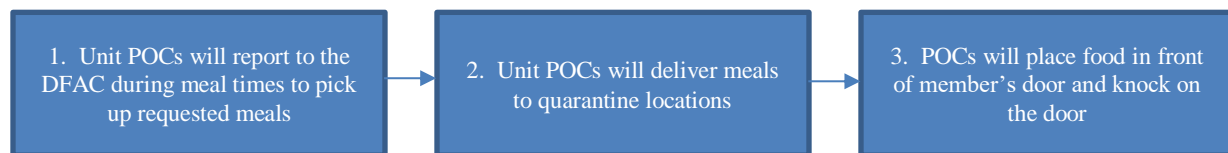
4.3.1.1.3. Post Activation. FSS and the DFAC will review augmentee utilization daily to determine if reduction or an increase in augmentees is required.

#### 4.3.1.2. Centralized Team Feed Flow Chart.



4.3.1.3. Decentralized Team Feed. Decentralized Team Feed is the day-to-day, non-emergency quarantine meal support. Decentralized Team Feed is typically performed by the quarantined member's sponsor. Three hot meals are picked up from the DFAC daily and delivered to the quarantine location (i.e. dorm or lodging). Breakfast pick up is at 0700, Lunch pick up is at 1200, and Dinner pick up is at 1800.

#### 4.3.1.4. Decentralized Team Feed Flow Chart.



### 4.4. Team Trace.

4.4.1. Team Trace's purpose is to quickly determine close contact personnel based on their presence at hotspots identified by Public Health. Depending on the amount of close contacts identified, Team Trace is conducted by either 8 MDG personnel or unit personnel trained by Public Health to perform close contact interviews.

4.4.1.1. Team Trace (<30 close contacts). Public Health and MDG augmentees will conduct close contact interviews with members identified as close contacts. MDG personnel will complete all necessary medical forms and turn into Public Health for review. Public Health will send release from COVID Quarters (CoQ) email or recommendation for quarantine to commanders.

4.4.1.2. Team Trace (>30 close contacts). Public Health requests activation from PHEO for approval through the 8 FW/CC. Unit Team Trace augmentees will receive information from Public Health on interview instructions. Augmentees will complete all interviews of close contacts and report results back to Public Health. Public Health

will send release from CoQ email or recommendation for quarantine to commanders.

4.4.2. Team Trace Activation.

