



DEPARTMENT OF THE AIR FORCE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ

21 July 2020

MEMORANDUM FOR ALL JB MDL MISSION PARTNERS, TENANTS AND ASSIGNED
ORGANIZATIONS (REGARDLESS OF SERVICE BRANCH)

FROM: JB MDL/CC

SUBJECT: Joint Base McGuire-Dix-Lakehurst (JB MDL) Guidance for Gatherings during the COVID-19 Pandemic

1. JB MDL has been in a Public Health (PHE) emergency since 17 March 2020, with a current effective date through 13 August 2020. This memo will remain in effect for the duration of the PHE (to include any extensions) or until rescinded. This guidance does not supersede parent service or command's public health guidance and risk mitigation measures; the more restrictive measures will govern.
2. Despite the length and nature of the current pandemic, it is necessary for personnel to gather for essential training and non-essential events that mark significant milestones for our personnel. There are two categories of gatherings at JB MDL: Essential Gatherings and General Gatherings.
 - a. An "Essential Gathering" is defined as a gathering of persons to accomplish mission-related functions, readiness training, and/or in-person actions that are necessary and unable to be conducted virtually. Essential Gatherings are at the discretion of the Unit Commander.
 - b. A "General Gathering" is defined as all other gatherings of personnel outside of mission-related functions or readiness training. This includes official, social, personal, and private functions where an in-person activity is desired but is not required for mission necessity (i.e. remote or virtual means may meet the intent of the function). Examples of general gatherings include: Changes of Command, retirements, promotions, award ceremonies, graduations, unit morale functions, private celebrations, and certain trainings where personal interaction is desirable but not essential, etc.
3. For all gatherings, the latest Centers for Disease Control guidance on minimizing the spread of COVID-19 should be adhered to, to the maximum extent possible (i.e. 6-foot social distancing between personnel, less than 10 minutes duration of close contact, maximized cohorting, and wearing of masks). As a general rule, 100 square-feet should be allotted per person to allow for proper physical distancing.
4. JB MDL has defined the following maximum sizes for gatherings depending on the nature of the gathering and location (indoor versus outdoor):
 - a. The maximum size for an "Essential Gathering" (both indoors and outdoors) will be at the discretion of the Unit Commander. Note: The use of certain common facilities is restricted as set out in paragraph 5.
 - b. "General Gatherings" will be limited to groups of **ten (10) people** when indoors and groups of **twenty-five (25) people** when outdoors. Physical distancing (6-foot spacing, less than 10 minutes in duration of close contact between any persons) must continue to be observed for all general gatherings (though not required for members of the same household). Masks will be worn by all attendees of indoor

general gatherings. Keynote and principal speakers may remove their mask temporarily when delivering remarks.

c. For the purpose of this policy, there are only three facilities on the installation that will be considered outdoor spaces when used for gatherings/events. They are: Hangar 1 at Lakehurst, Building 2201 at McGuire, and Building 3370 at McGuire. All hangar doors must remain open to be considered an outdoor space. Contact the mission owner (Facility Manager) to inquire about reserving these facilities; mission demands may render these locations unavailable.

d. The following are authorized to increase General Gathering limits:

1) Unit Commanders (lowest G-series equivalent) may approve **general outdoor gatherings of twenty-six (26) up to fifty (50) people**, for their units.

2) Commanders in the grade of O-6 may approve **general outdoor gatherings of twenty-six (26) up to one-hundred (100) people**, for their units.

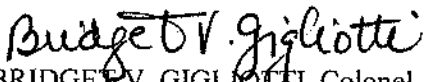
3) Approval authority for all outdoor gatherings in **excess of one-hundred (100) people rests with me as the JB MDL Installation Commander**.

5. The following facilities have been identified for general or essential indoor gatherings in excess of 10 people upon completion of the mandatory checklist titled, JB MDL Events Risk Mitigation Checklist (attached). These indoor areas have been reviewed to ensure adequate spacing up to the number of personnel shown below; additionally, these facilities have appropriate control mechanisms in place to ensure cleaning/oversight. The attached checklist must be signed by the requesting commander and presented with the space reservation request to the appropriate Facility Manager/Owner:

- a. Building 2705, "Tommy B's" (100 people maximum in main ballroom),
- b. Base Theater (limited up to one-hundred (100) people)
- c. Timmerman Center Theater (limited up to one-hundred (100) people)
- d. Timmerman Center Classrooms 1 - 4 (limited up to forty (40) people)
- e. Building 2508 "Pudgy's Fireside Lounge" (limited up to twenty (20) people)
- f. Building 2508 "Pudgy's Daedalian Room" (limited up to forty (40) people)
- g. Building 484 "Flight Deck Assembly Area" (limited up to fifty (50) people)

6. For the foreseeable future, the Aggregate Installation mission will encompass all available lodging rooms on JB MDL. All assigned or visiting units can contact the lodging office to receive a certificate of non-availability for essential temporary duty (TDY) or Unit Training Assembly (UTA). All visiting organizations (those not permanently assigned to JB MDL) requiring group lodging reservations must submit the attached JB MDL Events Risk Mitigation Checklist to receive a certificate of non-availability from lodging. Prior to arrival, visiting organizations are required to review and follow the most current New Jersey State quarantine and travel guidance to determine if a 14-day Restriction of Movement will be required for compliance with New Jersey State Executive Order (see link for New Jersey State guidance: <https://covid19.nj.gov/index.html>).

7. Installation commanders are responsible for the health and welfare of the installation population. The above procedures are consistent with Department of Defense guidance; they are implemented to minimize risk and manage the extent and impact of a COVID-19 outbreak on the installation. It is incumbent on all unit commanders on JB MDL to adhere to the above guidance to the maximum extent for the collective health of JB MDL. Adherence to public health guidance and risk mitigation measures established by this policy or other related policies and orders is essential to mission sustainment and is the responsibility of each unit commander whether permanently assigned, temporary duty, or in a transient status.
8. Questions regarding this memo should be addressed through your respective local chains of command.


BRIDGET V. GIGLIOTTI, Colonel, USAF
Installation Commander

Attachment:
JB MDL Events Risk Mitigation Checklist



JBMDL EVENTS DURING COVID-19 RISK MITIGATION CHECKLIST

Please indicate your unit/organization and home station:_____

Please indicate the location/facility where the event will be held:_____

Please indicate the number of personnel that will attend:_____

Please explain why the event cannot be conducted remotely:_____

Please provide a summary of the purpose of the event:

Please indicate if Dining/Mess Facilities are required?

Checklist A. Preparation Before Event

Mark Yes or No

Yes

No

- 1a. Have measures been taken to screen attendees for symptoms before traveling to the event?.....
- 2a. Is there a plan to limit capacity (if event is taking place indoors)?.....
- 3a. Is there anyone from a high risk demographic (65 years or older, or anyone with an underlying medical condition) attending the event?.....
- 4a. Have the most recent [CDC guidelines](#) been reviewed and integrated into event planning?
- 5a. Have attendees been educated on proper [self-monitoring measures](#) to take during the event?.....

Checklist B. Actions Taken During Event

Yes

No

- 1b. Is there a plan in place should someone develop symptoms during the event?.....



- 2b. Have measures been taken to ensure the most recent CDC social distancing guidelines can be implemented?.. ☐ ☐
- 3b. Will any screening be conducted prior to entry into the event?..... ☐ ☐
- 4b. Is there a plan in place should someone test positive for COVID-19 at or 48 hours after the event?..... ☐ ☐
- 5b. Will proper personal sanitization materials be on hand to maintain cleanliness?..... ☐ ☐
- 6b. Will general cleaning/disinfecting of common use areas (e.g. tables, chairs, personal workspaces, etc...) be accomplished on a semi-regular basis throughout the event? ☐ ☐
- 7b. Will mask use be mandatory? ☐ ☐

Space is provided on the following pages if you would like to elaborate on your answers to this checklist.

DON'T

- X** Wear facemasks below nose/on chin.
- X** Have receiving lines of any kind
- X** Have buffet/food lines
- X** Shake hands
- X** Overcrowd bathrooms
- X** Congregate in waiting areas
- X** Share utensils, common tools, or items
- X** Exchange cash or other items via direct hand to hand contact

DO

- ✓** Wear your facemask covering your nose and mouth completely
- ✓** Allow for multiple entryways and flows of foot traffic
- ✓** Provide physical guides when appropriate, such as tape on floors or barriers between seats to enforce social distancing
- ✓** Distribute only singly packaged food/drink items
- ✓** Clean and disinfect areas before and after use



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Commander Signature:

This checklist will be provided to the establishment being requested for use (i.e. Tommy Bs, theater, etc) and a copy should be kept on scene by the requester during the event.

[illegible]