



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

IMCH-HRA

MEMORANDUM FOR USAG Benelux Community and Incoming PCS Personnel

SUBJECT: USAG Benelux COVID-19 Policy Letter #4 -- COVID-19 Critical In-processing Procedures

1. Purpose. To provide instruction on critical pre-arrival coordination and in-processing procedures required for the Unit/Sponsor to receive, welcome, and onboard newly assigned personnel, to include pick-up/transportation from the airport, medical screening/testing, temporary lodging assignment, quarantine regulations, and all in-processing tasks. The intent of this policy is to cover key aspects and establish priorities for our finite resources. As such, this policy is not all-inclusive as no policy can account for every individual circumstance or local nuance. If you are set to arrive and do not have a sponsor, contact your chain of command immediately and request one.

2. Applicability. All Units/Sponsors, incoming personnel intending to access USAG Benelux sites and or facilities, and agencies and directorates with in-processing and support functions.

3. Pre-arrival Procedures.

a. The Unit/ Sponsor will facilitate lodging reservations in a timely manner and reserve transportation in advance. This will also include placement of needed items in the room prior to arrival, if possible.

b. If a Pet Room is unavailable for incoming personnel to Belgium, the Unit/Sponsor will make a reservation at the Chievres Air Base (CAB) Family, Morale, Welfare and Recreation (FMWR) Kennel. Personnel conducting a PCS with pets will be given priority at the Kennel.

c. Unit/Sponsor will provide incoming personnel all necessary in-processing information, to include an in-processing schedule and welcome packet. The Sponsor will remain in continuous contact with inbound personnel and conduct informational checks no less than at 30/15/2 days prior to arrival.

d. Unit/Sponsor will meet incoming personnel upon arrival at designated airport and provide PPE as needed. Transportation requests to Logistics Readiness Center (LRC) and FMWR are prioritized by order of availability:

(1) Designated LRC transport vehicle.

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(2) Government Owned Vehicle (GOV) from Temporary Motor Pool (TMP). GOV mode of transport is recommended for use when picking up single Service Members (SM) and Department of the Army Civilians (DAC) to ensure physical distancing.

(3) FMWR airport shuttle service (reimbursable fee payable) only available for the SHAPE/Chievres community.

(4) Sponsor's Privately Owned Vehicle (POV) with voluntary use on a reimbursable basis. POV must be capable of maintaining appropriate physical distance and other health protection measures.

4. Restriction of Movement (ROM) Standards of Conduct.

a. Upon arrival, all inbound personnel making a permanent change of station (PCS) to the Benelux area of operations (e.g., SHAPE/Chievres, Brussels, or Zutendaal BE; Brunssum or Eysgelshoven NE; Dülmen and Bremerhaven GE) and utilizing USAG Benelux installations for individual logistic support are to remain in their hotel, lodge, or assigned quarters for the duration of the 14-day ROM. Personnel will abide by the 21st TSC Guidance for Restriction of Movement Standards of Conduct (enclosed) and host nation guidance, applying the most stringent when the rule sets may differ. Any exception to this must be addressed through the unit chain of command to the USAG Benelux Commander in writing for his awareness and should only be for exceptional circumstances. Failure to comply could result in denial of access to USAG Benelux sites, facilities, and garrison-provided services.

b. ROM will be executed in designated facilities designed to minimize or avoid close contact with non-household members. Limited interaction with one's sponsor may be required. Individuals will be screened daily; this consists of well-being questions asked by one's sponsor. All sustainment requirements are a unit/sponsor responsibility. However, if required and with proper coordination, SMs and DACs on ROM may be permitted to purchase essential/personal items for themselves/their families provided mitigation measures are observed. This will include the use of face masks, physical distancing, heightened sanitation standards and other transmission mitigation measures. Individuals on ROM should remain in their designated quarters unless directed otherwise.

c. To promote mental and physical health, individuals on ROM are allowed to go outside and exercise in wide open areas that allows for physical distancing.

d. The 14-day ROM resets if any person in the same living quarters develops symptoms, has a positive COVID-19 test result, or if a new person is added to the group's living quarters. Any personnel interacting with or evaluating ROM individuals must wear appropriate Personal Protective Equipment (PPE).

5. Medical Screening/Testing. All SMs and DACs will be tested for COVID-19 upon arrival. All others will be screened. If screened positive, that individual will be tested. COVID-19 testing consists of a nasal swab that will be processed in a Medical Treatment Facility laboratory. All COVID-19 positive individuals will be placed into designated isolation sites to prevent the spread of the coronavirus.

a. Symptomatic personnel in the SHAPE/Chievres and Dülmen communities will be assigned by the Directorate of Public Works (DPW) to a designated *isolation* quarters on Daumerie Caserne or Dülmen Tower Barracks, respectively. Symptomatic personnel in the Brussels, Brunssum, Eyselshoven, Zutendaal, and Bremerhaven communities will *self-isolate* in their lodging or at their designated quarters in their respective community or follow guidance from the host nation, as no garrison isolation facilities are available in these areas. All symptomatic personnel will receive daily telephonic checks from the garrison Public Health Emergency Officer (PHEO) and be released from isolation in accordance with USAREUR guidelines. These guidelines will be explained by the PHEO.

b. Asymptomatic inbound personnel / new arrivals in the SHAPE / Chievres community have priority at the CAB Army Lodge for the 14-day quarantine requirement. There is no other Army lodging in the Benelux community. Therefore, personnel in other communities will quarantine in their lodging (hotel) or quarters if they are available. Sponsors will conduct daily screening utilizing the COVID-19 questionnaire; if there are any positive responses to the questionnaire, positively screened individuals will call the COVID-19 Hotline (Duty Hours: +32(0)65 32 5336 and After Duty Hours: +32 (0) 476 760 327). Personnel who are conducting an outbound PCS may still utilize the CAB Army Lodge, but as the lodge reaches capacity, priority will be to new arrivals and military members on mission essential temporary duty (TDY).

c. Effective immediately, Daumerie Caserne will only be used for quarantine by exception. Its primary function will be as an isolation facility for symptomatic persons. Additionally, it can be used as overflow lodging, by exception. The garrison will manage the separate buildings on the caserne to ensure no intermingling of persons in isolation and those merely using the facility as overflow lodging.

6. In-processing. Unit/Sponsor will ensure incoming personnel complete all virtual in-processing tasks, schedule appointments, and complete necessary paperwork required for appointments by the end of the 14-day quarantine period.

7. Garrison Directorate Responsibilities. Agencies and directorates with in-processing and support functions will provide virtual services where available to incoming personnel during the first 14 days. Face-to-face appointments start on arrival day (A day) + 15.

a. Directorate of Public Works (DPW): Provide housing in-brief, assistance with private house rental and lease execution, and/or assignment to Army Family Housing

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(AFH) or Unaccompanied Personal Housing (UPH), as applicable. Support with CFMO-issued furniture. Support virtual in-processing to maximize time during quarantine.

b. LRC: Facilitate transportation for new arrivals from Joint Travel Regulation (JTR) approved Aerial Ports of Debarkations (APOD) to lodging. Facilitate support at Central Issue Facility (Soldiers), Personal Property Office (PPO) for issuance of household goods, temporary storage and delivery at residence. Assist with vehicle shipment acceptance arrangements. Provide driver's license training requirements for GOV and privately owned vehicles. Support virtual in-processing to maximize time during quarantine.

c. FMWR: Facilitate lodging assignment priority for inbound personnel and prioritize their check in. Support virtual in-processing to maximize time during quarantine.

d. Medical Screening/Testing: Conduct preventative health screening, in-processing and virtual care appointments. For personnel moving into off-post accommodation/hotels, medical screening can be conducted by phone.

e. Directorate of Human Resources (DHR): Office of primary responsibility for in and out processing and notably, sponsorship training. Maintain TF Personnel to help community members navigate personnel and in and out processing issues. Provide links for access to apply for passports, identification cards and in-processing tasks. Army Community Services (ACS) will provide newcomers services to support incoming personnel integrating into the community. Update this policy as necessary. Support virtual in-processing to maximize time during quarantine.

f. Public Affairs Office (PAO). Assist with placing virtual products on the US Army Garrison Benelux webpage. The Garrison will leverage its webpage, Facebook page, and local networks and contacts. Provide updates as necessary.

8. Units / activities of new personnel. The unit and the sponsor bear the primary responsibility for day-to-day support (care and feeding) of newly arrived personnel. **The key element is a dedicated and trained sponsor.** We welcome our inbound personnel and all family members, and look forward to meeting and working with you.

9. The point of contact for this policy letter is Ms. Yvette Castro, Director of Human Resources, DSN: 597-9854, Commercial +32 (0) 2 280 9854, or Email: yvette.l.castro.civ@mail.mil.

Encl

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DEPARTMENT OF THE ARMY
21ST THEATER SUSTAINMENT COMMAND
UNIT 23203
APO AE 09054

5 JUNE 2020

GUIDANCE FOR RESTRICTION OF MOVEMENT STANDARDS OF CONDUCT AND RESPONSIBILITIES OF INBOUND PERMANENT CHANGE OF STATION (PCS) PERSONNEL, UNIT COMMANDERS, AND RELATED SPONSORS.

PURPOSE. This document outlines the standards of conduct for inbound PCS personnel under restriction of movement and describes the responsibilities of Unit Commanders, arriving Service Members and Department of the Army Civilians (DAC), and unit sponsors in the reception of inbound PCS personnel. Throughout this document the term "restriction of movement (ROM)" refers to the controlling the movement of or contact with potentially infectious persons to stop the spread of contagious disease. Additionally, common terms such as "quarantine," "isolation," and "working quarantine" are further refined with applicability for inbound PCS personnel.

APPLICABILITY. These standards apply to all individuals to be assigned, attached or expected to be present on military installations in conjunction with a PCS movement. Quarantine standards apply to all family members and dependents and DACs who decline to comply with surveillance or screening testing upon arrival. Working quarantine is applicable only to Service Members and DACs with written approval in an exception to policy (ETP) from the first Lieutenant Colonel (O5) or GS-15 Unit Commander of the gaining unit. Isolation standards will apply to those as determined by clinical personnel after testing or medical prognosis.

RESTRICTION OF MOVEMENT: STANDARDS OF CONDUCT. Detail references and examples of privileges, applicable persons, essential tasks, and ETP eligible activities are outlined in Table A-1 "PCS & ROM Standards of Conduct Reference Sheet."

I. Quarantine. First form of ROM that refers to separating and restricting the movement of persons who, while not yet ill and have not shown signs of and symptoms of the disease, have been exposed to an infectious agent environmentally or by close contact and therefore may become infectious.

A) Arrival. All inbound personnel arriving via Patriot Express to Ramstein will be screened and tested at arrival terminal prior to movement to lodging. All personnel arriving by exception through commercial air will proceed to lodging; unit sponsors of inbound personnel arriving via commercial air will coordinate for and facilitate movement to the nearest MTF for testing. All inbound personnel are placed in quarantine in compliance with HN law and or when considered a person under investigation (PUI). Unaccompanied inbound personnel (E6 and below) will be placed immediately in the Deployment Processing Facility or a designated quarantine facility. Unaccompanied inbound personnel (E7 and above) and accompanied inbound persons will be placed in designated temporary lodging facilities for quarantine.



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B) Minimum Quarantine Standards of Conduct will include:

1. Adherence to PPE and mitigation measures including: maintaining 6 feet or 1.5 meters distance between members not of the same household; wearing of a cloth mask when unable to maintain distancing or when transiting high traffic areas or facilities; and, increasing hygiene activities (i.e. washing hands frequently).

2. During quarantine, personnel may not leave their place of lodging except for medical emergencies, care of pets, limited solitary outdoor fitness within 100m of quarantine lodging, or when otherwise directed by first Lieutenant Colonel (O5) or GS-15 Unit Commander. Sponsors are responsible for providing life support and procurement of supplemental items or necessities in order to limit contact. Outdoor activities for fitness may further restricted or expanded by first Lieutenant Colonel (O5) or GS-15 Unit Commander by exception. Service members and dependents will comply with daily screening questions and, if necessary, undergo any directed asymptomatic, surveillance, or diagnostic purposed testing.

3. The quarantine period required for inbound personnel is no less than 14 days. Inbound personnel may not begin in-processing activities until quarantine is complete, unless explicitly approved for exception to quarantine policy by the first Lieutenant Colonel (O5) or GS-15 Unit Commander of the gaining unit; all personnel granted working quarantine status will comply with the criteria for conditional release outlined below.

II. Working Quarantine. Family members and dependents are not eligible for working quarantine and will continue to comply with a minimum 14 day quarantine in conjunction with HN laws, whichever is longer. The second form of ROM refers to the less restrictive alternative to quarantine for persons who may have been exposed to a communicable disease and describes the conditional release of approved Service Members and DACs into a more permissive quarantine status. Persons approved in writing for working quarantine will be clinically assessed, determined to be asymptomatic, and present a low risk to public health. All inbound personnel approved for working quarantine status will comply with HN law and standards of conduct, including:

A) Entry to Working Quarantine. All personnel are eligible for working quarantine with a negative initial test and are granted approved essential activities outlined in Table A-1 ("PCS & ROM Reference Sheet"). Personnel in working quarantine are limited to essential tasks as granted by exception to policy by the first Lieutenant Colonel (O5) or GS-15 Unit Commander, or above, from the gaining unit.

B) Essential Tasks & Minimum Standards of Conduct for Working Quarantine.

1. Persons approved for working quarantine may not leave their place of lodging except for the completion of essential tasks. Essential activities eligible for ETP are outlined in the TABLE A-1. The working quarantine required period is also a minimum of 14 days; the period is concurrent to regular quarantine and begins upon arrival.



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2. Working quarantine is a conditional privilege and predicated on compliance with unit directives and close monitoring, which may include follow-on testing, daily temperature checks, clinical evaluation of any developing or potential disease symptoms, or any other controlled monitoring requirements as. During working quarantine, personnel will continue to comply with PPE requirements and required measures described in the quarantine mitigation measures above.

III. Isolation. The third form of ROM that refers to the deliberate separation of persons from a healthy population who have a specific infectious disease or are determined clinically suspicious and designated as Persons Under Investigation (PUI). Isolation allows for the target delivery of specialized medical care to people who are ill, while protecting healthy persons from exposure or contact. Standards of conduct when in isolation status include:

A) Entry to Isolation. Clinical test identification and diagnosis of infection disease initiates isolation standards of conduct. In the event of discrepancy this this guidance defers medical health care professional instructions.

B) Isolation Minimum Standards of Conduct.

1. Detailed guidance for medical precautions is provided by clinical professionals to persons positive for infectious disease or PUI prior to isolation. Persons placed in isolation are not permitted to leave their lodging or isolation facility except in medical emergency or, if medical condition permits, care of pets. Unit sponsors are responsible for assisting with any support to dependents or supplementing other needs. Persons placed in isolation will remain restricted until medical cleared by clinical testing and authorities. When isolated persons are medical approved and released to unit Commanders for follow-on guidance.

2. Infected persons in isolation status may be cared for in their lodging, in hospitals, or designated isolation facilities. If a person enters isolation status in temporary lodging facilities that are not designated for isolation, any co-occupants with close contact will enter or restart quarantine status and all members in cohabitation will require full life support to minimize virus transmission. Units are permitted to request exception for special conditions.

3. Persons in isolation will comply with contact tracing protocols and directives. Any other persons identified in contact tracing due to disease identification will enter or restart quarantine status for 14 days from the date of contact notification.

INDIVIDUAL DUTY. All inbound PCS personnel and Unit Commanders have the individual duty to know and understand these standards of conduct for PCS ROM. Individuals have a further duty to become familiar with and respect the laws and regulations of the local host nation regarding COVID-19 prevention.

UNIT COMMANDER RESPONSIBILITY. Commanders will ensure their personnel are briefed on any additional prohibitions and requirements not outlined in this document.



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Commanders will further ensure dissemination of host nation restrictions as they are published. Commanders will maintain a records program for contact tracing and administrative tracking for all ETPs approved in writing.

EXCEPTION AUTHORITY. Commanders no lower than the rank of Lieutenant Colonel (O5) or GS-15 Unit Commander of the gaining unit may grant written exceptions for essential activities for eligible persons to this policy and approve the entry of working quarantine status on a case by case basis.

CHRISTOPHER O. MOHAN
Major General, USA
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TABLE A-1: PCS & ROM REFERENCE SHEET

RESTRICTION OF MOVEMENT Standards of Conduct		
WORKING QUARANTINE	QUARANTINE	ISOLATION
Permissive quarantine granted to Service Members and DACs who have been tested, determined negative, are not ill and have not shown signs or symptoms of COVID-19. Such persons have been exposed to an infectious agent, been in close contact with a COVID-19 positive individual, and/or traveling to/from an area with high active COVID-19 community transmission, but are determined to be of low risk to public health and may complete essential activities with written approved ETP from no lower than Commanders in the rank of LTC or equivalent.	All persons inbound will conduct quarantine and may not leave their lodging except for activities outlined. Service members and DACs (who consent to testing upon arrival) may be authorized conditional release from quarantine to complete essential activities while complying with close monitoring and are determined to be low risk to public health. All other personnel are not eligible for working quarantine and must comply with HN Law.	Personnel diagnosed with COVID-19 by lab test or through clinical suspicion are placed in ISOLATION status and are not permitted to leave quarters until cleared by medical authorities. Any family members present in the same quarters will be placed in quarantine status with ALL non-emergent departure from quarters by ETP only. Personal readiness support will be provided by the sponsor or unit designee.
PERSONAL PROTECTIVE EQUIPMENT (PPE) AND MEASURES REQUIRED FOR ALL INBOUND PERSONNEL	Face covering when outside quarters (except when operating a vehicle) Hand washing prior to or upon entering any building or lodging Frequent disinfection of commonly touched surfaces Comply with daily screening questions by sponsor, unit, or medical personnel Maintain a log of all locations outside of lodging visited by date, time, and location	
ACTIVITIES PERMITTED FOR ALL INBOUND PCS PERSONNEL	Pet walking and outdoor privileges with family owner within 100 meters of lodging Food delivery services (must utilize PPE within 6 feet for delivery exchange) Riding in sponsor's vehicle or TMP upon arrival (face covering required by passengers) Emergency health, dental, and veterinary care	
STATUS	WORKING QUARANTINE	QUARANTINE
APPLICABLE PERSONS	SOLDIERS / DACs WITH CONFIRMED NEGATIVE TEST	PERSONS PENDING TEST RESULTS OR PUI ALL FAMILIES AND DEPENDENTS
Essential Activities Permitted	<ul style="list-style-type: none">- Food shopping (on-post only)- Essential goods shopping (on-post only)- Take out food (on post only)- Community Mail Room box set up and mail pick up- Pet walking / outdoor privileges expanded up to within 300m of lodging- Solitary outdoor physical training on post only	<ul style="list-style-type: none">- No additional activities permitted.- DACs who decline testing upon arrival will remain in quarantine for the full 14 day period and are ineligible for future ETPs.- Sponsors/unit are responsible to provide life support and procurement of necessary supplemental items
Essential Activities Eligible for ETP With Written Approval	<ul style="list-style-type: none">- Riding in sponsor vehicle or TMP to complete essential activities (face covering required by passengers)- Select installation inprocessing (i.e Finance, Medical, VAT, UTAP)- Housing inprocessing / house hunting & selection process- Installation Access Control registration- Vehicle processing center pick up, rental car pick up (on post)- Vehicle registration and safety inspection (on-post)- Fueling vehicles (on post only)- Cell phone / internet service set up (on post only)- Directed health, dental, and veterinary care appointments (on post only) Additional essential activities as individually approved	<ul style="list-style-type: none">- Finance inprocessing, On-post Housing, Schools / CDC (Soldier and DAC only)- Routine health, dental, and veterinary care- Additional essential activities as individually approved
Prohibited At All Times for All Inbound Personnel	<ul style="list-style-type: none">- Playgrounds on and off post- Off post shopping facilities of any type, unless noted above- Movie theaters, bars, night clubs, dance clubs, pools, spas, massage parlors, hookah lounges- All gyms and physical fitness facilities on and off post and restaurants for sit down service *And any additional restrictions outlined in General Orders or Directives	
Isolation: Personnel diagnosed with COVID-19 by lab test or through clinical suspicion are placed in ISOLATION status and are not permitted to leave quarters until cleared by medical authorities. Any family members present in the same quarters will be placed in quarantine status with ALL non-emergent departure from quarters by ETP only. Personal readiness support will be provided by the sponsor or unit designee. Those in quarantine with a person in isolation status will wear a mask when within 6 feet of the patient and not share food, bedding, or latrine facilities.		
Person Under Investigation (PUI): Personnel who have a known direct exposure to COVID-19 and/or is pending diagnostic testing for COVID-19 based upon high risk history and active symptoms		