DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

JUL 07 2020

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Employees, Authorized Home-Based Business (HBB), Commercial Solicitation and Authorized Private Organizations (POs) within United States Army Garrison-Hawaii (USAG-HI) Installations. This policy remains in effect until rescinded or Health Condition Level Alpha (HPCON).

SUBJECT: USAG-HI Temporary Policy Letter #06 - Resumes Operations Based on COVID-19 Mitigation Plan for HBB, Com. Sol., and POs

1. References.

a. General Order Relating to Compliance with State or Local Guidance during 2019 Novel Coronavirus (COVID-19) Response, 29 May 20.

b. Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations, 19 Oct 07.

c. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.

d. USAG, Hawaii Handbook COVID-19 Recovery Strategy, 4 May 20.

e. City and County of Honolulu, Emergency Order No. 2020-15, Order 2 of the Order, 15 Jun 20.

f. Center for Disease Control (CDC), Resuming Business TOOLKIT, COVID-19, 27 May 20.

g. Occupational Safety and Health Act (OSHA) of 1970, Guidance on Preparing Workplace for COVID-19, updated on 6 May 20.

2. Purpose.

a. Rescinds the Temporary Policy Letter #06, Restrict Operations for Authorized Home-Based Business (HBB), Commercial Solicitation (Com. Sol.), and Private Organizations (POs) dated 14 Apr 20.

b. This memorandum provides policy regarding the re-opening for Non-Federal Entities (NFE) such as, HBB's, Com. Sol., and POs on USAG-HI Installations.

c. This memorandum provides policy regarding fundraising on USAG-HI Installations.

3. Policy. NFE's and fundraising activities may resume operations only when approved by the Garrison Commander on a case-by-case basis.

4. Compliance. Given changes in State and Federal, provisions related to re-opening for businesses and permitted gathering, all NFE are responsible to comply and verify current rules for permitted and prohibited activities. NFE must follow the public health practices from the CDC and OSHA plus in compliance with relevant provisions of the U.S. Army Pacific (USARPAC) General Order (GO), to limit the continuing spread of the virus, and preserve the health and welfare of Service Members, DA Civilian employees, their Families, and the local communities in which we live.

5. Noncompliance.

a. Persons found violating Army and USAG-HI solicitation polices, may have their solicitation privileges suspended or be barred from the installation by the Garrison Commander.

b. These provisions are punitive and violations by Soldiers may be punished under the Uniform Code of Military Justice (UCMJ).

6. Instructions. Prior to re-opening HBBs, Com. Sol., and POs are required to submit a memorandum requesting to resume operation and a COVID-19 risk-mitigation operation plan to the Business and Nonprofit Liaison via email at usarmy.wheeler.id-pacific.mbx.business-liaison@mail.mil. The risk-mitigation plan must explain and list the following:

a. Operating hours

b. Restart Readiness Checklist, a sample can be found within reference f, page 6.

c. Guiding strategies for Social Distancing

d. Sanitation Procedures to include a list of cleaning supplies/products plus step by step cleaning procedures during and after hours of operations.

e. Visitors Log to assist with contract tracing.

7. Military personnel, Family members, and Retirees with questions concerning the HBB or PO process are encouraged to seek assistance from the Business and Nonprofit Liaison. Assistance is also available through the Installation Legal Assistance Office or Housing Community Office.

8. This memorandum is effective until Health Protection Conditions (HPCON) change from Bravo to Alpha for USAG-HI personnel.

9. Point of Contact. Proponent for this policy is the MWR Business and Nonprofit Liaison at, (808) 656-0084 or www.usarmy.wheeler.imcom-pacific.mbx.business-liaison.

THOMAS J. BARRETT
COL, AV
Commanding