



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND - TRAINING
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-5256

IMKN-PL

01 July 2020

MEMORANDUM FOR

Commander, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 34 – Utilization of Waybur Theater, Haszard Auditorium, Brooks Field and Gazebo while under COVID 19 Conditions

1. References:

- a. HQDA EXORD 144-20-Army Wide Preparedness and Response to COVID-19 Outbreak.
- b. IMCOM OPORD 20-038- IMCOM Preparedness and Response in Support to the 2019 Novel Coronavirus (COVID-19) Outbreak.
- c. Fort Knox EXORD 20-52 - Fort Knox COVID-19 Preparation and Response Operations.
- d. SECDEF DoD Guidance on the Use of Face Coverings, 05 April 2020.

2. Purpose. To provide guidance for the use of Waybur Theater, Haszard Auditorium, Brooks Field and Gazebo under COVID-19 conditions to ensure safety of the participants and the audience during a large gathering event (ie, Changes of Command/Responsibility, movies, retirement ceremonies etc.).

3. Applicability. This policy applies to all Army Components, Joint, interagency, Intergovernmental, community partners, external units, organizations and Multinational partners wishing to use these facilities or conducting large gathering events.

4. Policy. Organizations must fully comply with COVID-19 requirements as defined by the Center for Disease Control and Prevention and DoD guidance to protect Soldiers, Civilians and Families. All units, directorates, agencies and approved private organizations will incorporate the following risk mitigation measures into all planning, preparation, and execution for usage of these venues as part of their deliberate risk assessment and management to protect the health and well-being of the greater Fort Knox community.

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a. Unit safety and risk management are command responsibilities. Units desiring use of FKKY venues such as Waybur Theater, Haszard Auditorium, Brooks Field and Gazebo (1103) resources must address the following areas at a minimum:

(1) Waybur Theater and Haszard Auditorium occupancies are limited based on the current HPCON level. The following levels are required per FKKY policy:

(a) HPCON Alpha: 100% Seating Capacity.

(b) HPCON Bravo: 50% Seating Capacity.

(c) HPCON Charlie: 33% Seating Capacity.

(d) HPCON Delta: Only Family Members and leadership or as designated by the Senior Commander through submittal of an Exception to Policy.

(e) All personnel must maintain social distancing as deemed appropriate. Brooks Field and Gazebo can increase number of personnel but must maintain six (6) feet social distancing and wear masks.

(2) Participants must maximize six (6) feet social distancing stand-off between personnel, fill from the first row on back, maintain a minimum of three (3) seats between personnel or families, and leave an empty row between seated rows. This requirement also applies to the bleachers and overhead seating areas on Brooks Field. Family Members may sit together and then fill after every third seat, (See Encl 1).

(3) Units must have an NCOIC and an adequate number of ushers to ensure social distancing rules are followed.

(4) Upon completion of events, the host unit is responsible for sanitizing the venue. All high touch areas such as arm rests, door handles, knobs, hand rails must be wiped down with sanitizer. Use of EPA approved disinfectants are mandatory for this process. A detailed listing is found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. As a last resort, use of a properly diluted bleach solution (pre-mixed and stored in spray bottles) is approved. CDC guidelines for household bleach solutions is found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>. Ensure the venue is cleared of all trash prior to departure.

(5) Units are responsible for supplying all PPE to include hand sanitization, face coverings, and disinfectant supplies.

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b. DoD guidance mandates all individuals on DoD property, installations and facilities must wear face coverings when six (6) feet of social distance in public areas or work centers cannot be maintained. **Hosting units will reinforce and communicate this requirement with Family members and visitors.**

5. Current FKKY HPCON and additional COVID-19 resources are available on the Fort Knox Home Page <https://home.army.mil/knox/>.

6. Fort Knox is committed to the health and safety of all patrons utilizing any of these venues. Patron cooperation through the use of facial coverings, social distancing and maintaining a clean environment is vital to controlling the spread of COVID-19.

7. This policy remains in effect until superseded by the FKKY Senior Commander.

8. Point of contact for this policy is the DPTMS, Chief of Plans & Operations, Mr. Bill Endicott at (502) 624-3330 or william.a.endicott.civ@mail.mil.

1 Encl
as

CJ KING
COL, LG
Commanding