

# USAG OKINAWA RESTRICTION OF MOVEMENT (ROM) HANDBOOK



A reference handbook for new arrivals entering Okinawa, including guidelines, resources, and what to expect throughout the 14-day ROM period.



# USAG OKINAWA ROM HANDBOOK



COL Christopher L. Paone  
Commander  
10th Support Group



CSM Nickia P. Haynes  
Command Sergeant Major  
10th Support Group

## WELCOME TO OKINAWA



LTC Joel P. Gleason  
Commander  
USAG Okinawa



CSM Dennis N. Dodge  
Command Sergeant Major  
USAG Okinawa

It is our pleasure to welcome you to Okinawa, the southernmost prefecture of Japan. We are excited to have you as a member of the "Team." This will be a unique and rewarding assignment as our team is a dynamic and critical piece to operations across the Pacific. "ICHI DAN, ONE TEAM"

You are arriving at an uncertain time as the world faces the threat of COVID-19, but rest assured that you are in good hands. Our staff are working around the clock to make the arrival and ROM process as seamless as possible without sacrificing safety for you, your family, and every other member of the team.

Because of the COVID-19 Pandemic, all personnel traveling to Okinawa through mainland Japan on international commercial aircraft are required to be placed in ROM in accordance with the Government of Japan and U.S. Forces SOFA agreement. Representatives from U.S. Army Japan (USARJ) and USAG Japan (USAGJ) will meet you and/ or family at Haneda or Narita International Airport and transport you to Camp Zama, Japan, to ROM for 14 days before continuing to Okinawa. For this reason you are encouraged to arrange travel on the Patriot Express from Seattle, Washington. Doing so will enable you to conduct your ROM in Okinawa. This handbook will answer many of the questions you may have regarding ROM, both on mainland and Okinawa. **IMPORTANT:** *Those who are in ROM cannot leave their room or quarters during the 14-day period.* For all other questions regarding normal in-processing, please visit: <https://home.army.mil/okinawa/index.php/Torii-station/newcomers>.

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## OVERVIEW OF ROM PROCEDURES



The purpose of placing SOFA-affiliated personnel in ROM when arriving into Japan on International flights is to prevent the potential spread of COVID-19, observe for signs or symptoms of COVID-19 in passengers, and protect the force. It is important that you follow all the requirements during your 14 day ROM and are prepared with the suggested packing list in this handbook. For further ideas on what to pack/hand carry, contact your unit Sponsor.

If you are flying on an international flight for your PCS, you will either arrive in Japan at Haneda or Narita International Airport. The Japanese government (GOJ) will administer a COVID-19 test for all international passengers arriving into Japan. Representatives from the USARJ or USAGJ reception team will greet you and transport you and your luggage to Camp Zama where you will conduct your ROM. The Camp Zama team will assist you with all of your logistical needs while you are there. Be sure to be in contact with your Sponsor and keep them up to date on your status. There will be a Camp Zama ROM POC that will assist with any needs that may arise during your stay. Once you have completed your ROM, you will be manifested either on a military aircraft (MILAIR) or Patriot Express (based on availability of seats) or commercial air to Okinawa. Transport to your departure airport will be provided by the Camp Zama team. \*Be advised, if you take commercial air or Patriot Express, you may have to conduct a second 14 day ROM once arriving to Okinawa (depending on current conditions).

If you are arriving to Japan on the Patriot Express from Seattle, Washington, your first stop will be Yokota Airbase. There you will be separated from terminating passengers while the aircraft prepares for the last leg. Ensure to remain protected by keeping your masks on, maintain social distancing, and sanitize/wash your hands when possible. When you arrive to Kadena Airbase, you will proceed through customs and then be led to the reception area where your Sponsor or gaining unit representative(s) will receive you. Transportation will be provided by your Sponsor/gaining unit/command to your ROM quarters. You will ROM for 14 days and Active Duty, Civilians and Contractor personnel with families will be supported by your Sponsor for your daily needs. Unaccompanied service members will be supported by your gaining unit representatives. REMINDER: Those who are in ROM are restricted their room or quarters during the 14-day period. 18th Wing policy requires all incoming personnel in ROM to be tested for COVID-19 and having a negative result prior to being cleared from ROM. Once you complete your ROM, your Sponsor or gaining unit representative will transport you to either the Shogun Inn or other lodging. If you are enrolled in the "Port to Final Residence" program, you will be conducting your ROM in your selected housing unit. When your ROM is complete, you will then begin your in-processing activities with your Sponsor.

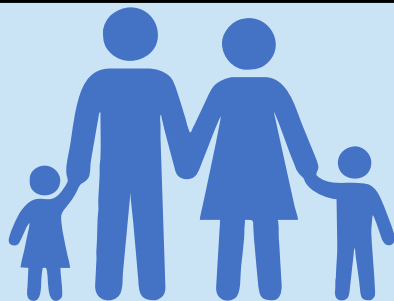
### RECOMMENDED PACKING LIST • ITEMS NOT PROVIDED



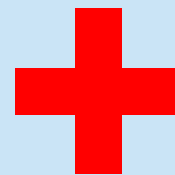
COORDINATE WITH YOUR UNIT/SPONSOR IN ADVANCE OF YOUR ARRIVAL TO CONFIRM YOUR PLAN. IF YOU DISPLAY SYMPTOMS OF COVID-19, YOU WILL BE TAKEN TO MEDICAL FOR TESTING. CONTACT YOUR CHAIN OF COMMAND WITH ANY QUESTIONS.



## ENTERING ROM



In accordance with Okinawa ROM policy, service members and their families are required to ROM for a minimum of 14 days in their residence or contingency quarters.\*



Personnel in ROM must maintain social distancing at all times. No face to face contact will be allowed with anyone outside of medical personnel.



All SOFA personnel must acknowledge and adhere to the Kadena Air Base and/or Camp Zama ROM Policy to include all travel into Okinawa Prefecture. These documents may be provided to you in your ROM quarters.



Contingency quarters have been disinfected prior to occupancy in accordance with medical guidelines for preventing the spread of COVID-19.



Wi-Fi will be available in all ROM facilities. It is highly recommended that SM and families download messaging platforms to facilitate contact with family members and military sponsors. Contact your sponsor regarding Wi-Fi connectivity.

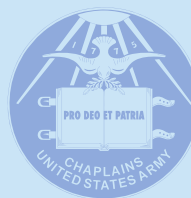


Single Soldiers will be provided three hot meals per day by their chain of command coordinated through Unit Sponsor.

Accompanied Soldiers, GS Civilians and Contractors with Dependents can receive hot meals at their own expense coordinated through Unit Sponsor. All meals will be delivered by your Sponsor.



You can coordinate through unit sponsor to purchase any items from Post Exchange (PX) or Base Exchange (BX) during your stay.



A chaplain or Military and Family Life Counselor (MFLC) is available. 24/7:  
080-6498-7120  
Torii Station Chaplain 644-4356 or  
080-1544-4497

### Kadena Air Base:

Off Base Emergency Number Dial 1-1-9

From a Cell: 098-934-5911

On Base Emergency (DSN) Dial 9-1-1

### \*Kadena ROM (Contingency) Housing\*

718FSS.ContingencyHousing.ORG@us.af.mil

DSN: 315-632-3119

**\*Note:** *Short wellness breaks outside are permitted but they may not depart the immediate area or enter any facilities but their ROM quarters (see attached CSD 38 memo, "Updated KAB ROM Policy").*

718th CES POC's: mark.moore.15@us.af.mil ; tyhae.willocks@us.af.mil;  
kadenahousing.customerservice@us.af.mil DSN: 634-0582/3 (KAB Housing Office).



# PET PROCEDURES



Incoming pets may reside in ROM rooms with their families (On a Space Available basis)

If pet friendly rooms are not available, pets will be boarded at cost at the Service Members expense at the Kennels (information needs to be provided 30 days prior to arrival), or through a personally arranged pet sitter.



All pets must be registered with the installation Veterinary Treatment Facility (VTF) by phone upon arrival.

All pets will be required to report to the VTF within 72 hours of the owner completing ROM for an import rabies quarantine exam or to be released from Government of Japan Rabies Quarantine if applicable.

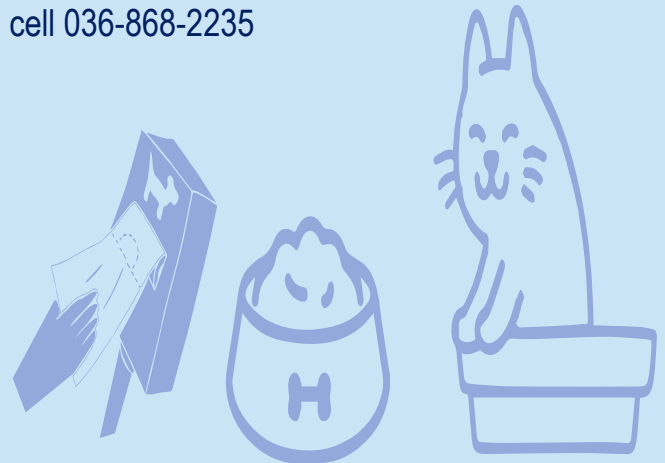
Telehealth or urgent veterinary care can be arranged through the VTF or a local provider with the help of your unit sponsor and a caretaker designation form.



Owner's are responsible for providing all pet supplies (food, cat litter / pet waste bags, etc.) and any additional cleaning measures for the room upon discharge.

KADENA VETERINARY CLINIC: 634-9034

KARING KENNELS: 966-7339 or  
cell 036-868-2235



## Notes:



# DAY-TO-DAY LIFE IN ROM



## WHAT TO DO: I'M SICK

Contact your sponsor for transportation to the US Naval Hospital.

You are required to contact medical personnel once you experience any signs or symptoms.

Emergency: 646-7311 or 098-971-7311

COVID Care Line: 646-9691 or 098-971-9691

All other Medical concerns: 646-WELL (9355)

### COVID-19 SYMPTOMS:

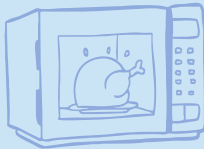
- |               |                        |
|---------------|------------------------|
| - Fever       | - Sore throat          |
| - Chills      | - Loss of taste/smell  |
| - Muscle ache | - Cough                |
| - Headache    | - Difficulty breathing |
| - Diarrhea    | - Vomiting             |

## NOTES/RESOURCES

### ITEMS AVAILABLE IN LODGING



MINI FRIDGE



MICROWAVE(if available)



COFFEE MAKER



CRIBS



PLATES/CUPS



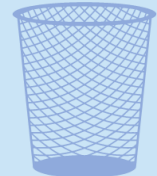
POTS/PANS

### LODGING STANDARD OPERATING PROCEDURE (SOP)

#### **\*Kadena ROM (Contingency) Housing\***

718FSS.ContingencyHousing.ORG@us.af.mil /DSN: 315-632-3119

- When handling any linen, trash, other items that are removed from a ROM room, mask and gloves must be worn. Masks will be changed out every 5 days. Gloves will be changed after the ROM room items have been moved.
- Every 7th day Lodging will provide 2 set of towels (per individual) in a bag with extra bags. Individual will double bag the towels and leave the bag in the room. Lodging member will knock on the door; leave the items in front of the door, at 11:00.
- On day 7, 1 set of sheets/pillow cases will be in the same plastic bag with the towels.
- Lodging will collect all the laundry once the 14 day ROM is completed.
- Lodging will pick up trash and recyclables every Monday, Wednesday and Friday at 1030. The individual will double bag and tie all bags. Bags will be left outside of their room door. Lodging Team, will pick these items up at 1030. Additional bags for the individual will be provided in the bag with towels. The individual can retrieve this after the Lodging member has departed the area.



**A copy of the lodging SOP for ROM can be provided upon arrival.**



# OUT PROCESSING ROM



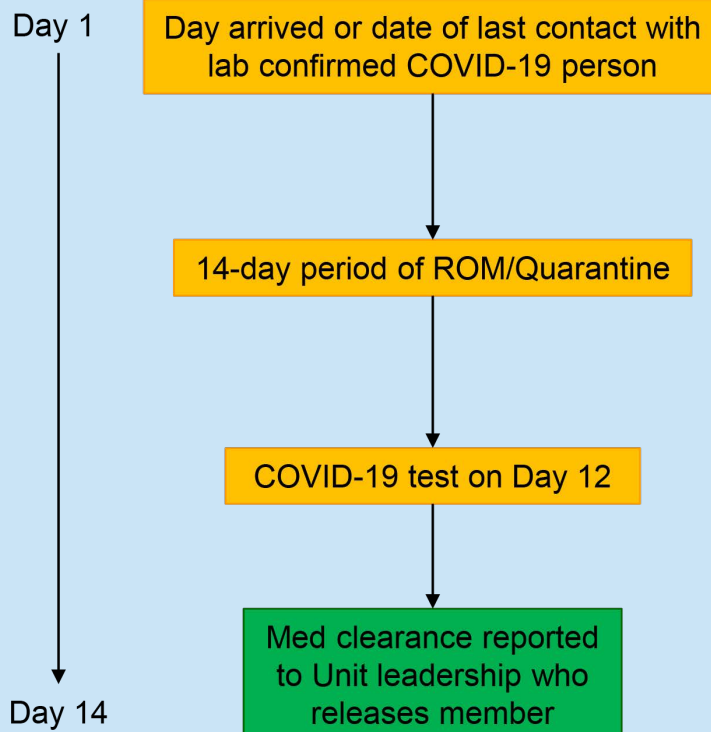
## CLEARING CHECKLIST

✓	IF <u>NO COVID-19</u> SYMPTOMS FOR DURATION OF 14-DAY ROM:
✓	18th MDG WILL NOTIFY MEMBERS UNIT AND AUTHORIZE RELEASE ON OKINAWA.
✓	CHAIN OF COMMAND CONTACTED.
✓	CLEAN PERSONAL QUARTERS ( <i>SEE PAGE 9 FOR GUIDE</i> ).
✓	RELEASE TO UNIT FOR INPROCESSING.

### Release from Quarantine and ROM

**Quarantine-** restriction of persons to residence who are close-contacts of lab confirmed COVID-19 persons

**ROM-** restriction of persons to residence after high risk travel



# ***STRESS & RESILIENCE***

























## **MANAGING STRESS AND BUILDING RESILIENCE**

TECHNOLOGY IS AMAZING. USE IT TO STAY CONNECTED WITH FRIENDS, FAMILY, AND PEERS WHILE IMPLEMENTING DISTANCING PRECAUTIONS.



YOU CAN ALSO USE IT TO FINE TUNE YOUR PSYCHOLOGICAL HEALTH – CHECK OUT THE FOLLOWING MOBILE PHONE APPS RECOMMENDED BY THE DEFENSE HEALTH AGENCY (DHA):

### **MOBILE RESOURCES**

<input type="checkbox"/>  ACT Coach*	<input type="checkbox"/>  CPT Coach*	<input type="checkbox"/>  Moving Forward*	<input type="checkbox"/>  Stay Quit Coach*
<input type="checkbox"/>  AIMS*	<input type="checkbox"/>  DHA Opioid Safety	<input type="checkbox"/>  Parenting2Go*	<input type="checkbox"/>  T2 Mood Tracker
<input type="checkbox"/>  Breathe2Relax	<input type="checkbox"/>  Dream EZ	<input type="checkbox"/>  PE Coach 2*	<input type="checkbox"/>  Tactical Breather
<input type="checkbox"/>  Breathe, Think, Do	<input type="checkbox"/>  LifeArmor	<input type="checkbox"/>  Positive Activity Jackpot	<input type="checkbox"/>  The Big Moving Adventure
<input type="checkbox"/>  CBT-i Coach*	<input type="checkbox"/>  Mindfulness Coach*	<input type="checkbox"/>  PTSD Coach*	<input type="checkbox"/>  VetChange*
<input type="checkbox"/>  Concussion Coach*	<input type="checkbox"/>  Mood Coach*	<input type="checkbox"/>  STAIR Coach*	<input type="checkbox"/>  Virtual Hope Box

ARMY COMMUNITY SERVICE: 098-962-4357

TORII TRANSPORTATION: 644-4753 FINANCE

OFFICE: 644-4394

SCHOOL LIASON OFFICE: 644-4703/4270

TORII STATION MP DESK: 644-4715

TORII STATION OPERATOR: 098-911-5111

ARMY EMERGENCY RELIEF

DSN: 644- (HELP) 4357 cell 1-877-272-7337

KADENA HOUSING OFFICE: 634-0852

SHOGUN INN:

Guest Services: 634--1010

634-1100 Reservations or 098-962-1100



# **#ItTakesaTeam**



# Barracks Hygiene and Cleanliness

## Create a Healthy Living Environment

### TAKE ACTION

to reduce harmful germs and prevent unsanitary conditions that can attract pests such as mice, cockroaches, and flies.

- Wash your hands at every opportunity. Use soap under running water for at least 20 seconds and dry your hands thoroughly using a clean disposable paper towel.
- Clean hard surfaces daily using a detergent cleaning solution.
- Wash all soiled clothing and bed linens weekly.
- Empty trash cans daily. Use trash can liners and clean trash cans when they become dirty.
- Empty and clean mop buckets after each use; hang mops with mop heads down so they drain without touching the handle.
- Report leaks and any signs of mold growth.

Use the chart below to identify daily cleaning tasks and the appropriate concentration of bleach per application.

Prepared Bleach Solution	Task	8.25% Commercial Bleach Product	5.25-6.00% Commercial Bleach Product
<b>Sanitize</b> using 50-100 parts per million (ppm)	Clean and <b>SANITIZE</b> high-touch areas every day, for example: <ul style="list-style-type: none"><li>• Light switches</li><li>• Door knobs</li><li>• Drinking fountains</li><li>• Laundry room fixtures &amp; appliances</li></ul>	For spray bottle applications:	
		<b>Pint of Water</b> ¼ teaspoon of Bleach	<b>Pint of Water</b> ¼ teaspoon of bleach
		<b>Quart of Water</b> ¼ teaspoon of bleach	<b>Quart of Water</b> ¾ teaspoon of bleach
		For application using a sponge, cloth, or mop:	
		<b>Gallon of Water</b> 1 teaspoon of bleach	<b>Gallon of Water</b> ½ Tablespoon of bleach
<b>Disinfect</b> using 500 ppm	Clean and <b>DISINFECT</b> hygiene facilities everyday: <ul style="list-style-type: none"><li>• Toilets</li><li>• Showers</li><li>• Sinks &amp; faucets</li><li>• Restroom &amp; shower room floors</li></ul>	For spray bottle applications:	
		<b>Quart of Water</b> 1 ¼ teaspoons of bleach	<b>Quart of Water</b> 2 teaspoons of bleach
		For application using a sponge, cloth, or mop:	
		<b>Gallon of Water</b> 2 Tablespoons of bleach	<b>Gallon of Water</b> 3 Tablespoons of bleach
		Rinse or wipe down disinfected surfaces after 1 minute with clean water.	

*Never mix bleach with other cleaning solutions or chemicals; it can release dangerous gases!*



04-394-1218

Approved for public release; distribution unlimited.



# WEARING YOUR MASK/FACE CLOTH

TIE/LOOP THE STRAPS AROUND YOUR HEAD OR OVER THE EARS  
ENSURE IT COVERS NOSE AND MOUTH FULLY



FOR CLOTH MASK, WASH DAILY

WASH HANDS BEFORE PUTTING IT ON AND TAKING IT OFF

**DO NOT TOUCH MASK WHILE USING • ONLY USE FOR AGES 2 AND UP**



MIL/CIV/FAMILY  
ON/OFF-BASE:

WORN WHEN 6 FEET OF SOCIAL  
DISTANCE CANNOT BE ACHIEVED



WEAR AT ALL TIMES



POST EXCHANGE • FOOD COURT • COMMISSARY  
SHOPPETTE • BANKS • POST OFFICE



## STAY VIGILANT

CONTINUE:

WASHING HANDS • SOCIAL DISTANCE  
AVOIDING HOTSPOTS

**BE READY TO FIGHT TONIGHT!**

