



DEPARTMENT OF DEFENSE  
UNITED STATES SOUTHERN COMMAND  
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DORAL, FL 33172-1202

SC-COS

23 August 2021

MEMORANDUM FOR All US Southern Command Personnel and Visitors

SUBJECT: Visitor Policy and Procedures during the COVID-19 Pandemic

1. Reference: Memorandum, USSOUTHCOM, Command Guidance for HQ USSOUTHCOM Staff Regarding Force Health Protection and Coronavirus 19 (COVID-19) Workplace Protocols

2. This memorandum updates policy and procedures for visits to the USSOUTHCOM Headquarters (HQ) or Conference Center of the Americas (CCA) during the COVID-19 pandemic. Information contained herein supersedes previous instructions (ref: *Memorandum on Visitor Policy and Procedures during COVID-19 Pandemic dated 14 April 2021*) and applies to visits by individuals who do not work in the USSOUTHCOM HQ Building, the CCA, or U.S. Army Garrison (Miami).

3. General Procedures.

a. Visitors will submit a request through the Secretary of the Joint Staff (SJS) at least thirty days before the intended visit or as soon as possible when this timeframe cannot be met. Submission will occur via the SC Portal (Homepage – Tasks & Apps – DV Visit Request). The resultant visit request review and approval process depends on the type of visit, potential visitor, and prevailing health conditions.

(1) The Deputy Chief of Staff will approve or deny visits by U.S. and foreign military guests who are O6 and below, comparable civilian guests, and their respective family members.

(2) The Chief of Staff will approve or deny visits by U.S. and foreign guests who are senior military or executive service personnel (e.g., O7 and above), community leaders, and government or corporate officials.

(3) The Combatant Commander retains approval authority for visits by Heads of State, Ministers, Chiefs of Defense, and Ambassadors.

(4) Visit approvals and denials will occur NLT two weeks before the requested visit, or as soon as possible if the request was made inside the thirty-day timeframe.

(5) USSOUTHCOM leadership retains the right to disapprove visit requests, or cancel previously approved visit requests, based on conflicts to the command's battle rhythm, senior leader availability, changes to Force Health Protection Conditions, or any other reason that would prevent execution of the visit at the highest standards.

(6) The Chief of Staff's office will assign the visit to a lead directorate. Thereafter, the directorate will assign an Action Officer (AO) to coordinate, oversee, and execute the visit.

(7) AO will be responsible for working with the SOUTHCOM staff, the visitors and the USSOUTHCOM Surgeon General (SG) to determine the level of FHP measures required during the visit. The AO must ensure compliance with preventative measures including increasing the distance between individuals, minimizing the use of shared objects, cleaning all used spaces per USSOUTHCOM guidance ([Coronavirus Info for SOUTHCOM Personnel](#)) and wearing of masks as required.

(8) Continental United States (CONUS)Visitors.

(a) While visiting USSOUTHCOM, visitors will be required to wear an approved face mask over their mouth and nose while indoors, regardless of vaccination status. Requests for exceptions to policy (ETPs) for masks to accommodate a disability or request for temporary ETPs due to mission requirements will be routed to the Chief of Staff for approval. All visitors regardless of vaccination status must maintain 6-foot social distance between each other indoors. Unvaccinated visitors must maintain a 6 feet social distance from others both indoors and outdoors for added protection.

(b) No COVID testing is required when traveling to/from CONUS.

(9) Outside Continental United States (OCONUS) Visitors.

(a) Sponsoring SDO/DATT or SCO, in coordination with the assigned visit AO, will ensure Partner Nation (PN) visitors comply with all requirements in this policy.

(b) Individuals arriving from foreign countries, regardless of vaccination status, will have a negative COVID-19 test no earlier than 3 days prior to their HQ visit. Foreign travelers must comply with U.S. entry testing requirements to board their flight to the U.S. Foreign travelers in the US for an extended period will test 3-5 days after arrival in accordance with CDC guidance.

(c) In lieu of required testing, individuals who have previously tested positive for COVID-19 in the last 90 days will provide written documentation from their treating physician that they have recovered. OCONUS visitors will not travel if they have been exposed to COVID-19 within the preceding 14 days if they are sick or test positive for COVID-19.

(c) OCONUS visitors will adhere to DOD guidelines for Restriction of Movement (ROM). This includes a 7-day quarantine period (based upon a negative test on/after Day 5). Per CDC guidance, fully vaccinated asymptomatic travelers are exempt from ROM but not from testing requirements.

(d) Sponsoring SDO/DATT or SCO will assist in developing in advance a written ROM plan that the PN visitor can implement if an unexpected exposure or illness occurs while they are traveling to USSOUTHCOM.

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(10) Exceptions to Policy:

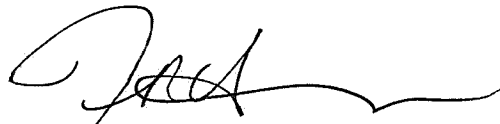
(a) If mission requirements do not allow for ROM as noted above, SDO/DATT, SCOs for OCONUS visitors will submit an Exception to Policy (ETP) request through the assigned AO to the Chief of Staff.

(b) Exceptions to the SOUTHCOM testing requirement will be made by the approving authority in paragraph 3a (1), (2) and (3).

4. Supplementary protective measures that apply to the CCA are described in Enclosure 1.

5. USOUTHCOM Point of Contact: Mr. Oscar Ortiz, Deputy SJS, 305 437-2820.

Encls



YVETTE M. DAVIDS  
Rear Admiral, USN  
Chief of Staff

## Enclosure 1 - Visitor Policy and Procedures during the COVID-19 Pandemic (16 August 2021) - Supplementary Measures that Apply to the CCA

This enclosure specifies supplementary protective measures for USSOUTHCOM personnel and visitors planning to use the CCA for approved events. If an infectious disease is noted among participants, additional measures may be recommended.

1. Discussion. Procedures and actions described below augment, but do not supersede, instructions earlier in this memorandum.

a. Personnel will submit a reservation request for CCA rooms via the CCA Scheduler located in the NIPRNET Share point. To use the scheduler, open this URL and follow instructions:

<https://intranet.ent.southcom.mil/sites/cc/cca/default.aspx>

b. In general, limit CCA use to individuals assigned to USSOUTHCOM.

c. CCA normal hours of operations are 0730 - 1600. If extended operational hours are required, an Exception to Policy (ETP) memorandum signed by a 06/GS-15 must be submitted to the Chief, Joint Engagement Visitors Bureau (JEVB) for approval.

d. Maximum number of personnel is based upon room occupancy limits, ensuring all personnel be positioned at least 6 feet apart. Masks will be worn by all personnel regardless of vaccination status throughout the event/meeting as long as the state of Florida is an area of high or substantial transmission. **Currently, Florida is at high transmission, so masking of all personnel indoors is in effect.** Meeting organizers are responsible to ensure that all attendees comply with social distancing and adherence to mask-wearing throughout the session as needed. Vaccinated individuals may also wear masks for additional protection if they prefer to do so even when Florida is a low or moderate transmission area.

e. Catering and refreshments

(1) Catering services to include buffet style is permitted but food items must be served by one individual. Self-service using communal serving utensils is not permitted. Serving utensils need to be sanitized and replaced with clean utensils frequently and must not be shared between food items.

(2) Servers must practice safe food handling practices to include use of face coverings, use of gloves during food handling, glove changes before and after preparing food, and proper hand washing.

(3) The CCA foyer will be available to consume food items.

f. Installation access for external event participants attending CCA events will be granted to dependent ID card holders. Individuals without DOD IDs must complete an HSPD-12 provided by a CCA security Contractor.

2. USSOUTHCOM Point of Contact: Ms. Arlene Dawson, Chief, JEVb, 305-437-1059.