



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

SC-COS

26 October 2020

MEMORANDUM FOR All US Southern Command Personnel and Visitors

SUBJECT: Visitor Policy and Procedures during the COVID19 Pandemic

1. Reference: Memorandum, US Southern Command (USSOUTHCOM), Subject: Visitor Policy and Procedures due to COVID19 Pandemic, 24 Aug 20.
2. This memo institutes policy and procedures for visits to the USSOUTHCOM Headquarters (HQ) or Conference Center of the Americas (CCA) during the COVID19 pandemic. Information contained herein supersedes previous instructions (see ref) and applies to visits by personnel who do not work in the USSOUTHCOM HQ Building, the CCA, or U.S. Army Garrison (Miami).
3. Overarching Principles. We will protect our assigned personnel, partners, allies, and friends. To protect our force and families, it is imperative that we explore options to conduct interactive events virtually before scheduling in-person meetings. Prudence and creativity are the keys to mitigating risk while achieving mission objectives.
4. General Procedures.
  - a. Visitors will submit a request through the Secretary of the Joint Staff (SJS) at least thirty days before their intended visit. Submission will occur via the Event Request Form on the Joint Engagement Visitors' Bureau (JEVB) SharePoint portal. 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 Ministers, Chiefs of Defense, and Ambassadors.
    - (4) Visit approvals and denials will occur two weeks before the requested visit.
    - (5) USSOUTHCOM leadership retains the right to cancel previously approved visits based on changes to Force Health Conditions.

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b. While visiting USSOUTHCOM, all personnel will wear an approved face mask over their mouth and nose at all times, and maintain 6-foot social distance practices. Additionally, they will undergo COVID19 screening and use hand sanitizer before entering the HQ or CCA.

c. All individual and group visitors will have an assigned escort officer. While traversing in the HQ and CCA, visitors and their escort officers will move in a manner that minimizes exposure to others. They will also use the most expeditious path to designated meeting rooms.

(1) The Chief of Staff's office will assign the visit to a lead directorate. Thereafter, the directorate will assign an escort officer to coordinate, oversee, and participate in the visit.

(2) Before and during a visit, assigned escort officers will:

(a) Consider conference room seating capacity, number of attendees, and time in enclosed spaces when evaluating potential meeting venues;

(b) Clear the path of all other personnel to the maximum extent possible;

(c) Use the same path for entry and exit to minimize exposure; and

(d) Disinfect all spaces in accordance with proscribed room cleaning checklists.

(3) After completing a visit, escort officers will:

(a) Create a detailed record of the visit including, but not limited, to visitor contact information and all individuals, times, and locations involved with the visit; and

(b) Send the record of the visit to the SJS no later than 24-hours after conclusion of the visit (Note: SJS will maintain this record for at least 30 days).

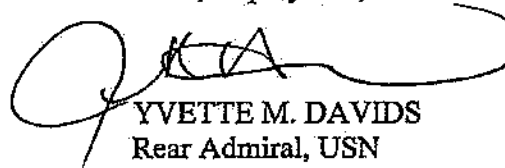
d. Visitors from outside the Continental United States (OCONUS) will satisfy all of the procedures discussed above and additional protective measures described in enclosure 1.

5. Supplementary Measures that Apply to the CCA. Based on its size and structural layout, the CCA is well suited for meetings and events that require physical space, computer hardware, and audio/video equipment. To reduce the likelihood of COVID19 contagion, CCA coordination and use requires adherence to supplementary protective measures described in enclosure 2.

6. Conclusion. Prudent protective actions and processes will enable us to achieve mission success without jeopardizing the health of our personnel and shipmates.

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

Encls

  
YVETTE M. DAVIDS  
Rear Admiral, USN  
Chief of Staff

Enclosure 1 (Additional Protective Measures for OCONUS Visitors) to 23 Oct 20 Memorandum (Visitor Policy and Procedures during the COVID19 Pandemic)

1. This enclosure fulfills a two-fold purpose:

a. Identifies additional protective measures that personnel traveling from OCONUS will follow while planning and conducting a visit to the USSOUTHCOM HQ or CCA during the COVID19 pandemic; and

b. Describes associated roles and responsibilities for Senior Defense Officials (SDOs), Security Cooperation Officers (SCOs), USSOUTHCOM escort officers, and J59 personnel.

2. Discussion. Procedures and actions described below augment, but do not supplant, instructions described in the 23 Oct 20 memorandum.

a. OCONUS visitors will adhere to a 14-day Restriction on Movement (ROM) before entering the USSOUTHCOM HQ or CCA.

b. If mission requirements do not allow for a 14-day ROM, OCONUS visitors will submit and Exception to Policy (ETP) request to USSOUTHCOM's Chief of Staff.

c. Personnel seeking an ETP must submit a negative, Polymerase Chain Reaction (PCR) COVID test result to the Chief of Staff's office, no earlier than (NET) 72-hours before their scheduled arrival in the US.

d. If testing is not available before departing their OCONUS-location, visitors will submit negative PCR COVID test results to the Chief of Staff's office NET 72-hours before entering any USSOUTHCOM facilities.

e. Partner Nation (PN) personnel traveling from OCONUS locations will receive assistance from in-country SDOs or SCOs. To facilitate OCONUS visits, applicable SDOs or SCOs will:

(1) Notify USSOUTHCOM's Political Military Affairs Division (J59) of all proposed visits by PN personnel;

(2) While notifying the USSOUTHCOM J59 of PN visits, inform other applicable staff directorates (e.g., J7/9 for exercise-related meetings, J2 for intelligence sharing events, J3 for future operations, etcetera);

(3) Submit ROM waivers to Chief of Staff's office on behalf of the PN visitor, if necessary;

(4) Verify the visitor's ability to comply with all USSOUTHCOM COVID19 policies and identify any suspected COVID exposure or illness;

(5) Develop a ROM plan the PN visitor can implement if an unexpected exposure or illness occurs while they are traveling to USSOUTHCOM;

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(6) Coordinate and exchange travel and visit itinerary information with the J59;

(7) Ensure the PN visitor can fulfill all applicable, US Government and Florida State entry requirements;

(8) Help the PN visitor develop a Force Health Protection Plan that covers travel method, eating locations, healthcare options, likely local health hazards, and appropriate risk mitigation measures; and

(9) Immediately notify the Chief of Staff's office of any suspected COVID exposure or illness.

3. USSOUTHCOM Point of Contact: Kevin Cronin, Deputy J59, 305 437-1526.

As of 23 Oct 20

Enclosure 2 (Supplementary Measures that Apply to the CCA) to 23 Oct 20 Memorandum  
(Visitor Policy and Procedures during the COVID19 Pandemic)

1. This enclosure specifies supplementary protective measures for USSOUTHCOM personnel and visitors planning to use the CCA for sanctioned events.

2. Discussion. Procedures and actions described below augment, but do not supersede, instructions in the 23 Oct 20 memorandum.

a. With the exception of promotion/retirement/special ceremonies and DV visits, personnel should restrict CCA use to internal meetings when HQ conference rooms are not available or do not provide sufficient space to fulfill mission requirements.

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

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

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

d. CCA hours of operations are 0900 – 1500.

e. Maximum number of personnel is 10 regardless of room seating capacity.

f. Catering and refreshments are not authorized.

g. The foyer is not available for gatherings and/or mingling.

h. Non-SOUTHCOM badge holders attending ceremonies and special events must have prior written approval by the DCOS.

i. The Chief of Staff is the approval authority for exception to policy for:

(1) Events larger than ten guests.

(2) Events requiring extended hours of operation from 0900-1500.

j. To gain Chief of Staff's approval for actions described in sub-paragraph 2i of this enclosure, CCA users must submit an exception to policy (ETP) through the SJS stating the purpose of the event, why is it mission essential, reason why it can't be held virtually and the number of participants.

3. USSOUTHCOM POC: Ms. Arlene Dawson, Chief, JEVb, 305-437-1059

As of 20 October 20