



**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
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SC-COS

7 February 2022

MEMORANDUM FOR All U.S. Southern Command Personnel and Visitors

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

1. References:

a. Under Secretary of Defense Memorandum for Personnel and Readiness Memorandum, Force Health Protection Guidance (Supplement 23) Revision 3 – Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening, Testing, and Vaccination Verification, December 20, 2021.

b. Chief of Staff, United States Southern Command Memorandum, HQ USSOUTHCOM Staff Regarding Force Health Protection and Coronavirus 19 (COVID-19) Workplace Protocols, 7 January 2022.

c. Deputy Secretary of Defense Memorandum, Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings, September 24, 2021.

2. Purpose. 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 rescinds and supersedes previous instructions.

3. Applicability. This instruction applies to individuals who do not work in USSOUTHCOM HQ Building, CCA, and USAG-M.

4. General Procedures.

a. All official visitors to a DoD installation must complete an attestation DD Form 3150 attesting to their vaccination status. If not fully vaccinated or unwilling to attest, official visitors must present an electronic or paper copy of negative results from an FDA-authorized or approved COVID-19 test administered no earlier than 3 days prior to their visit. The visitor shall be denied access if these conditions are not met per reference (a).

b. While visiting USSOUTHCOM, visitors are 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 (CoS) for approval. All visitors regardless of vaccination status must maintain 6-feet social distance between each other while indoors. Unvaccinated visitors must maintain a 6 feet social distance from others both indoors and outdoors for added protection.

c. Per DoD guidance reference (c) above, for any in-person meetings, events, and conferences (referred collectively herein as "meetings") sponsored or hosted by DoD with more than 50 participants, the organizer must obtain advanced approval form the DoD Component

head (i.e., Combatant Commander) or Principal Deputy (i.e., Military Deputy Commander). The USSOUTHCOM Commander has delegated this approval authority to the USSOUTHCOM Military Deputy Commander. For these purposes, "meetings" do not include military training and exercise events. This approval process is coordinated through the Chief of Staff/Secretary of the Joint Staff (SJS) Office.

d. Distinguished Visitors (DV) will submit a visit request through the SJS at least **(30)** 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 visit request review and approval process depends on the type of visit, potential visitor, and prevailing health conditions.

e. The CoS will approve or deny visits by U.S. and foreign guests who are GO/FO or SES equivalent.

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

g. 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.

h. USSOUTHCOM leadership retains the right to disapprove visit requests, or cancel pending/ 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.

i. The CoS 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.

j. The AO will be responsible for ensuring all USSOUTHCOM Force Health Protection (FHP) protocols are followed. Questions regarding policies not addressed in applicable guidance on the portal may be addressed to the USSOUTHCOM Surgeon General (SG) Office. 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 reference (b) and wearing of masks as required.

5. 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 and DoD FHP guidance.

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 U.S. 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.

d. 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.

e. 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. The sponsoring SDO/DATT or SCO and partner nation should have a clear understanding of payment for healthcare treatment or hospitalization in case it is necessary.

6. Exceptions to Policy.

a. If mission requirements do not allow for ROM as noted above, SDO/DATT, SCOs for OCONUS visitors will submit an ETP request through the assigned AO to the COS.

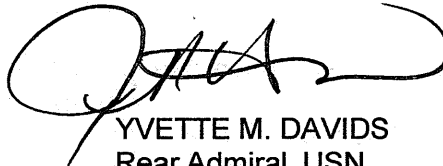
b. Exceptions to the USSOUTHCOM testing requirement will be made by the approving authority in paragraph 3.e and 3.f.

7. Records Management. Records generated by the implementation of this memorandum will be maintained in accordance CJCSM 5760.01 Vol II, Joint Staff Disposition Schedule.

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

9. The point of contact for this memorandum is Ms. Arlene Dawson, Chief, JEV B at (305) 437-1059.

Enclosure



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Rear Admiral, USN
Chief of Staff

Enclosure 1**Visitor Policy and Procedures during the COVID-19 Pandemic - Supplementary Protective 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, use of the CCA should be limited to individuals assigned to USSOUTHCOM.

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

d. The maximum number of participants is based upon room occupancy limits, ensuring all participants be positioned at least 6 feet apart. Masks will be worn by all participants regardless of vaccination status throughout the event/meeting as long as the state of Florida is an area of high or substantial transmission. Meeting organizers are responsible for ensuring physical distancing and mask compliance in accordance with current USSOUTHCOM FHP measures. All individuals may also wear masks for additional protection if they prefer to do so even when not required by FHP measures.

e. Meeting organizers must ensure that all participants complete an attestation DD Form 3150 attesting to their vaccination status. If not fully vaccinated or unwilling to attest to vaccination status, visitors must present an electronic or paper copy of negative results from an FDA-approved COVID-19 test administered no earlier than 3 days prior to their visit. Access will be denied if these conditions are not met.

f. 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.

g. Installation access for external participants will be granted to dependent ID card holders. Individuals without DoD IDs must complete an HSPD-12 provided by a CCA Security Contractor unless approved as a 'special event' by the Deputy Chief of Staff (DCoS).

h. An Exception to Policy (ETP) reviewed and approved by the Command Surgeon General (SG) and the Chief of Staff (CoS) offices will be required for any event not complying with above requirements.