



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

SC-COS

22 February 2021

MEMORANDUM FOR All US Southern Command Personnel and Visitors

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

1. Reference: Memorandum, US Southern Command (USSOUTHCOM), Subject: Visitor Policy and Procedures due to COVID-19 Pandemic, 26 October 2020.
2. This memo 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 (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.

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 COVID-19 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 coming from outside of the state will have a negative COVID-19 viral test no earlier than 3 days prior to the visit. Molecular/PCR test is the preferred testing methodology. However an antigen test may be used when such a test is not readily available. Exceptions to this requirement will be made by the approving authority in paragraph 4a (1), (2) and (3). In lieu of this testing requirement, 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.

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

f. Visitors coming on temporary duty from CONUS locations will satisfy all of the procedures in Enclosure 2.

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

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audio/video equipment. To reduce the likelihood of COVID-19 contagion, CCA coordination and use requires adherence to supplementary protective measures described in Enclosure 3.

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**

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 COVID-19 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 earlier in the memorandum.

a. OCONUS visitors require a negative viral test or documentation of recovery from COVID-19 prior to boarding their flight to the US per Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel. Masks are required on planes, buses, trains and other forms of public transportation traveling into, within or out of the US and in US transportation hubs (such as airports).

b. OCONUS visitors will not travel if they have been exposed to COVID-19, if they are sick or test positive for COVID-19.

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

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

e. 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. This ETP will cover mission-essential activities for official duties. OCONUS visitors otherwise are expected to follow the Center for Disease Control (CDC) guidelines per Executive Order 13998 (including the mandatory self-quarantine for 7 days after arrival) and DoD guidelines (including a 14-day Restriction of Movement for DoD personnel traveling from a Level 2-4 country).

f. 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);

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(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 COVID-19 policies and identify any suspected COVID exposure or illness;

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

(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 plan, healthcare options, likely local health hazards, and appropriate risk mitigation measures. The sponsor will retain this written plan for 30 days and provide a copy to the SOUTHCOM Chief of Staff office; 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.

**Enclosure 2 - Supplementary Measures for those on Temporary Duty to USAG-Miami**

1. This enclosure identifies additional protective measures that personnel traveling from CONUS will follow while planning and conducting a visit to the USSOUTHCOM HQ or CCA during the COVID-19 pandemic.

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

a. CONUS visitors will be provided a copy of the current SOUTHCOM HQ Workplace Protocols prior to the visit and will agree to abide by all Force Health Protection measures. They will ensure they abide by Center for Disease Control guidelines prior to and during travel. Trip logistics, to including on and off duty hours, will incorporate strict COVID-19 mitigation measures due to the local risk of community transmission.

b. Individuals will provide their sponsor a copy of their negative test results in accordance with paragraph 4d of this memo.

c. Prior to the trip, CONUS visitors will ensure they have a proper quarantine and isolation plan in case they become exposed to COVID-19 or they become ill during their visit. This plan will be documented in writing and provided to their USAG-Miami sponsor in advance. The sponsor will retain this plan for 30 days and provide a copy to the SOUTHCOM Chief of Staff office.

d. CONUS visitors will be screened daily for symptoms, elevated temperature, and potential exposures. Visitors will not enter if any concerning signs or symptoms of COVID-19. They will isolate immediately and contact their sponsor. Immediately notify the Chief of Staff's office of any suspected COVID exposure or illness.

3. USSOUTHCOM Point of Contact: Maj Alexis Beauvais, PHEO, 305 437-1327

### **Enclosure 3 - Supplementary Measures that Apply to the CCA**

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 earlier in this 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 normal hours of operations are 0730 - 1600.

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

f. Catering and refreshments are approved by exception only as authorized by the COS.

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

h. Non-SOUTHCOM badge holders attending ceremonies and special events must have an ETP approved by the DCOS.

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

(1) Events larger than ten participants.

(2) Events requiring extended hours of operation from 0730 - 1600.

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 Joint Engagement Visitors Bureau (JEVB) stating the purpose of the event, why it is mission essential, reason why it cannot be held virtually, and the number of participants.

3. USSOUTHCOM Point of Contact: Ms. Arlene Dawson, Chief, JEVB, 305-437-1059.

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