



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD STREET
DORAL, FL 33172-1202

SC SOP

7 February 2022

USSOUTHCOM COVID-19 Headquarters Access and Antigen Card Testing Procedures for
Unvaccinated
Standard Operating Procedures

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1. References.

a. Center for Disease Control (CDC) Guidance for COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

b. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 18) Revision 1 – Department of Defense Guidance for Protecting All Personnel in Department of Defense Workplaces during the Response to the Coronavirus Disease 2019 Pandemic," January 6, 2022.

c. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 22) - Department of Defense Guidance for Coronavirus Disease 2019 Surveillance and Screening with Testing," July 21, 2021.

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

e. Chief of Staff, United States Southern Command Memorandum, "Visitor Policy and Procedures during COVID-19 Pandemic," *DTG needed for new guidance.*

f. Chief of Staff, United States Southern Command Memorandum, "Workplace Protocols and Procedures during COVID-19 Pandemic," January 7, 2022.

g. Chief of Staff, United States Southern Command Screening and Surveillance Standard Operating Procedures," May 11, 2021, is hereby rescinded.

2. Purpose. This document provides clear protocols for facilities access and the weekly COVID-19 Antigen Card Testing program conducted at USSOUTHCOM. This SOP will detail background, safety guidelines and testing instructions for the COVID-19 Antigen Card Testing program. This Standard Operating Procedures (SOP) is to be used in order to minimize the risks associated with the spread of COVID-19, while not compromising the USSOUTHCOM mission. Access for military, civilian employees, and DoD Contractors with CRA with duty in the SOUTHCOM HQ and CCA is in accordance with Reference f and provided on-site testing described in Appendix B. Access for official visitors will be in accordance will Reference e; official visitors may not be provided on-site testing described in Appendix B.

Personnel denied entry to the headquarters or CCA based on Antigen Testing in this SOP will work with their supervisors to ensure the time is accounted for properly.

3. Scope. This SOP outlines guidance for the administration and management of the USSOUTHCOM card testing procedures for any non-fully vaccinated personnel. It also reflects the roles and responsibilities in the event a more robust screening program is required to amplify the guidance found in the workplace protocols and visitor policies.

4. Applicability. Applies to all individuals entering the USSOUTHCOM HQ and CCA facilities.

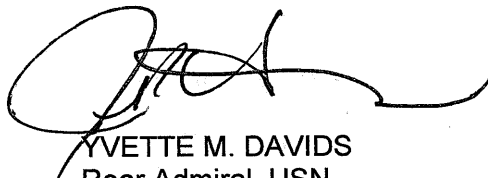
5. Responsibilities. See Appendix A for Responsibilities.

6. Records Management. Records generated by the implementation of this SOP will be maintained in accordance with CJCSM 5760.01, Joint Staff Records Schedule. This SOP will be reviewed every five (5) years or sooner, as needed.

7. Point of contact for this regulation is USSOUTHCOM COVID-19 Coordinator, at COMM: 305-437-2673, or DSN 567-2673.

The proponent agency of this SOP is the US Southern Command. Users are invited to send comments and suggested improvements to: HQ USSOUTHCOM ATTN: COS, 9301 NW 33rd St., Miami, FL, 33172-1202.

FOR THE COMMANDER:



YVETTE M. DAVIDS
Rear Admiral, USN
Chief of Staff

DISTRIBUTION:
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APPENDIX A RESPONSIBILITIES

1. The Command Surgeon will:

a. Provide technical oversight of FHP surveillance programs to ensure compliance with the Center for Disease Control (CDC) and Department of Defense (DoD) guidance.

b. Continue promulgation of FHP guidelines and guidance to the command.

2. The Headquarters Commandant will:

a. Execute weekly COVID 19 Antigen Card testing for civilian and military personnel that are not fully vaccinated in accordance with Appendix B.

b. As needed implement COVID-19 Sentinel testing program in the event more robust measures are taken due to increase measures required to the COVID-19 pandemic. Oversee execution of COVID-19 Headquarters FHP screenings for all individuals entering the USSOUTHCOM Headquarters and CCA facilities when recommended by the Surgeon and directed by the USSOUTHCOM Commander. This includes the following:

(1) Scheduling of screeners and maintaining adequate screening supplies on hand in the event more robust measures required to the COVID-19 pandemic.

(2) Implementation of the screening program in a manner that will cause the least amount of disruption to USSOUTHCOM personnel and visitors.

(3) Ensuring FHP screenings are conducted in accordance with workplace protocols and visitor policies per references e and f.

(4) Ensuring all screening personnel are fully trained prior to assuming duties as entry screeners.

(5) Coordinating with USAG-Miami to ensure that entry screenings are aligned and conducted in the most efficient manner possible.

3. USSOUTHCOM Public Health Emergency Officer (PHEO) will:

a. Monitor COVID-19 rates in coordination with the USAG-M , US Army Health Clinic SOUTHCOM and J1.

b. Utilize that data to provide FHP recommendations to the Headquarters USSOUTHCOM Commander.

4. The J1 will:

a. Report daily COVID-19 active cases, recovered, hospitalization, and death rates to the SOUTHCOM SG. Report weekly to the PHEO the percentage of HQ staff in the following statuses: quarantine/isolation/telework/sick in quarters and the trends noted.

5. US Army Garrison-Miami:

a. As needed implement COVID-19 mitigation measures and an entry screening program in USAG Miami facilities to protect the workforce, children enrolled in the Children and Youth Services Program, and patrons of garrison services per reference e and f.

b. Remain nested with Command Surgeon, Headquarters Commandant, and J2 Chief of Security to ensure synchronization and continuity of effort.

6. US Army Health Clinic SOUTHCOM:

a. Report weekly to the PHEO the number of COVID tests completed. The clinic also reports weekly the number of patients triaged for COVID-19 symptoms/influenza like illness.

b. Monitors the daily clinic caseload and report to USSOUTHCOM PHEO significant increases (>5%) of patients with influenza-like illness and COVID-19 symptoms.

7. SOUTHCOM Contracting Officer Representatives:

a. IAW Reference f, DoD contractor personnel must attest to being fully vaccinated and, if not fully vaccinated, present the results of a negative COVID-19 test within the prior 72 hours as a condition of physical access to SOUTHCOM. CORs will review (but not retain) the DD Form 3150 or negative COVID test results for his/her respective DoD contractor personnel.

APPENDIX B
COVID-19 HEADQUARTERS ANTIGEN CARD TESTING PROCEDURES FOR
UNVACCINATED

1. Purpose.

a. The purpose of these procedures is to outline the protocols for the weekly COVID-19 Antigen Card Testing program per Force Health Protection 23 revision 3 conducted at SOUTHCOM. This SOP details background, safety guidelines and testing instructions for the COVID-19 Antigen Card Testing program.

b. All civilian employees and military personnel that are not fully vaccinated regardless of reason (to include those pending approval of requested exemptions) are subject to weekly COVID-19 Antigen Card testing. Personnel are considered fully vaccinated 2 weeks after completing the second dose of a two-dose COVID-19 vaccine or two weeks after receiving a single dose of a one-dose COVID-19 vaccine. In addition, DoD contractor personnel with CRA and with duty at SOUTHCOM HQ or CCA may be provided testing IAW Reference d. All those otherwise subjected to this testing protocol who have been diagnosed with COVID are exempt from this testing protocol for the 90 days after diagnosis IAW FHP 23 rev 3. Those who have had COVID-19 will present a copy of their positive test and/or a healthcare provider's note confirming the diagnosis to their supervisor (if civilian) or Element Commander or designee in order to be placed on a 90 day pause of testing.

c. In accordance with SOUTHCOM testing procedures described herein, all non-fully vaccinated personnel are required to have a COVID-19 screening test and receive a negative COVID-19 screening test result for entry into a SOUTHCOM facility. Offsite tests are authorized. If used, the negative result must be from a test performed within the prior 72 hours of entry.

d. All medical and other information collected from individuals will be maintained in a manner meeting the privacy requirements in Reference d, Attachment 9.

2. Safety Guidelines.

a. Social Distancing

(1) To maintain a safe environment during the weekly COVID-19 testing, unvaccinated personnel will maintain, at least, a six feet distance from one another.

(2) Test proctors will set partitions around each test station to support social distancing between unvaccinated personnel.

(3) Test proctors will use tape to identify areas an unvaccinated person will wait outside of the testing area.

b. Proper PPE

(1) All personnel will properly wear facemasks (covering nose and mouth) during COVID-19 testing. The test proctors will wear disposable gloves when handling testing material and replace gloves after each testing session.

(2) Unvaccinated personnel will only remove their face mask to collect nasal specimens.

c. Testing Area Sanitation

(1) Unvaccinated personnel will disinfect their testing area (to include the chair, testing area, etc.) immediately following the completion of their testing session. Test proctors will have approved disinfectants (per the Center for Disease Control and Prevention (CDC) EPA List N) available at the testing stations.

d. Handling Positive COVID-19 Test Results

(1) Unvaccinated personnel who test positive for COVID-19 will leave the building immediately. After exiting the building, unvaccinated personnel will notify their supervisor immediately. Supervisors must notify unvaccinated personnel's Directorate/ Unit leadership, who will then initiate a Commander's Critical Information Requirements Report (CCIR). Directorate/ Unit leadership will send the CCIR to the Joint Operations Center (JOC).

(2) Test proctors will maintain a list of unvaccinated personnel who test positive for COVID-19 to ensure COVID positive reports are properly reported to the JOC.

3. COVID-19 Test Instructions

a. Testing Room Equipment Requirements

- (1) Trash bin
- (2) Writing pens
- (3) COVID-19 Test Result Forms
- (4) Paper towels
- (5) Approved disinfectants
- (6) COVID-19 Test Kits
- (7) Note cards to mark station #
- (8) Tape to mark socially distanced waiting areas
- (9) Rolling cart
- (10) Hand sanitizer
- (11) Disposable gloves
- (12) Information sheets (discuss Antigen test vs PCR test)
- (13) Partitions

b. Testing Room Requirements and Procedures

(1) Conference room will consist of up to ten COVID-19 testing stations. There will be six stations socially distanced around the main conference table. Test proctors will separate testing stations with partitions. Test proctors will set up two tables in the conference room. Each table provides for two testing stations, one on each far end of the table, separated by partitions.

(2) Test proctors will prepare for COVID-19 testing by sanitizing test stations, tracking the number and names of unvaccinated personnel that should be tested, and retrieving COVID-19 test kits. Each conference room will have up to ten COVID-19 test stations. The testing rooms will include six stations properly distanced around the main conference table separated by partitions. Test proctors will utilize two additional tables in the conference room. Test proctors

will set up two testing stations on each table, one on each far end of the table separated by partitions.

(3) Test proctors will schedule eight unvaccinated personnel at sixty-minute intervals. Test proctors will leave two testing stations available in case unscheduled, unvaccinated personnel show up to be tested. As one unvaccinated group exits the conference room, the test proctor will prepare the next group to enter. This cycle will repeat until each unvaccinated person is tested.

(4) After testing stations are sanitized test proctors will place COVID-19 test kits at each of the testing stations.

(5) Test proctors will escort unvaccinated personnel to available testing stations to start each testing session.

c. Proctoring the Test

(1) The test proctor will call unvaccinated personnel into the conference room and instruct them to sit at an available station.

(2) Once unvaccinated personnel are set, the test proctor will provide introduction and instructions.

(3) The script in this SOP serves as a guide for proctoring the COVID-19 test.

d. Interpreting the COVID-19 Test Results

(1) A **negative specimen** shows a single pink/ purple colored Control Line in the top of the card test window.

(2) A **positive specimen** shows two pink/ purple colored lines. The card test will show a pink/ purple Control line and a pink/ purple sample line.

(3) If the card test does not show any lines, the test is invalid. Retake invalid tests.

(4) Refer to the procedure card in the COVID-19 test kit box for more information on interpreting test results.

e. COVID-19 Test Result Form

(1) The test proctor will deliver the results of the COVID-19 tests to each unvaccinated person on the COVID-19 Test Result Form. Unvaccinated personnel will fill out the form before opening the COVID-19 test kit. Once the results are available on the card test, a test proctor will highlight the reported results on the form. The COVID-19 test Report Form provides instruction for the unvaccinated personnel regarding the next steps for a positive or negative COVID-19 test result.

f. Disposal of COVID-19 Testing Materials

(1) After recording the results from the COVID-19 test, unvaccinated personnel may dispose their own test kit in the waste bin designated by the test proctors.

4. Testing Plan

a. On designated days, test proctors will arrive NLT thirty minutes prior to beginning the test to organize the conference room for COVID-19 testing.

b. The test proctors will rehearse the COVID-19 testing procedures NLT 15 min prior to conducting the test.

c. Task for Each Test Proctor

(1) Test Proctor 1 (test supervisor/ proctor): will position at the head of the table to read a scripted introduction and instructions for testing process, track the fifteen minutes required to produce results from test kit, administer drops of COVID-19 Antigen Reagent, confirm unvaccinated personnel fills out COVID-19 Test Result.

(2) Test Proctor 2: will mark spaces for stand-by unvaccinated personnel to wait six feet apart, ensure social distancing from those waiting to be tested in the hallway, not allow anyone into the room during testing session, make copies of COVID-19 Test Result Form, and direct unvaccinated personnel into conference room for testing.

(3) Test Proctor 3: provide example of each step of testing process, assist Test Proctor 1 administer reagent to card test, oversee disposal of used testing materials, read COVID-19 testing results, note the results on each of the COVID-19 Result Forms, record the names of the unvaccinated personnel that test positive, and distribute disinfectant materials to unvaccinated personnel at testing stations.

5. Procedure Following COVID Test Administration

a. Unvaccinated personnel will wait at their testing station for fifteen minutes following COVID-19 test administration to receive results via COVID-19 Test Results form.

6. Testing Proctoring Script

a. This script is a guide to proctor COVID-19 testing sessions:

Action:	Example:
Greeting:	Good morning! or Good afternoon!
Introduction:	My name is _____.
Test Information:	Today you will take the COVID-19 Antigen Card test.
How the test works:	You will use the tools in the test kits to collect a nasal swab specimen that will be analyzed for the presence or absence of the COVID-19 Antigen.

Read FPH 23 Privacy Statement	<p>Per Force Health Protection Guidance (Supplement 23) Privacy Requirements:</p> <ul style="list-style-type: none"> ➤ Information collected from individuals under this guidance, including vaccination information, test results, and medical or religious information supporting vaccine exemption requests, will be treated in accordance with applicable laws and policies on privacy. ➤ Information gathered under this guidance may be shared with immediate supervisors, authorized human resources officials, designated decision makers, and, in appropriate cases, subject matter experts, who must access the information to implement the guidance. ➤ DoD personnel will use appropriate safeguards in handling and storing medical information.
Step 1:	Open the test kits and write your first and last name on the front of the card test. There are black lines available for you to do this.
Step 2:	<p>After you write your name place your card test on the paper towel.</p> <p>Take out your CAC/identification so that Test Proctors may confirm the name matches what has been written on the card test.</p>
<p>Once everyone has their name written on the front of the card test the test proctors can go around and administer six drops of the extraction reagent in the top smaller hole on the card test.</p> <p>Test proctors will go to each station and ask for unvaccinated personnel's photo identification and locate each on the personnel roster.</p>	
Step 3:	<p>Remove the nasal swab from its packaging.</p> <p>Insert the nasal swab $\frac{1}{2}$ to $\frac{3}{4}$ inches into your nostril. The swab should stay pressed against the nasal wall as you make five circular rotations in each nostril for a total of fifteen seconds.</p>
Step 4:	<p>When you finish collecting your nasal specimen, insert the swab into the bottom, larger hole.</p> <p>Insert the nasal swab into the large hole so that it is visible in the smaller hole above.</p>

Step 5:	When the nasal swab is in position, turn the swab shaft three times clockwise (or to the right) and leave inserted.
Step 6:	After three full turns, remove the adhesive liner on the right edge of the card test, then close and securely seal the card test.
Step 7:	Write the current time on your COVID-19 Test Report Form and we will check for the results in fifteen minutes.
After 15 minutes the test proctor will go to each test station and note the test results on the COVID-19 Test Result Form. While the test proctor leaves the testing room to make copies of the COVID-19 Test Result Form unvaccinated personnel will begin sanitizing their test area.	
Before each unvaccinated person leaves their testing station, have them sanitize their area. After each unvaccinated person finishes sanitizing their test station, they can stand dispose of all materials and prepare to exit with a copy of their COVID-19 Test Report Form.	
Step 8:	Before you leave your station use the available disinfectants to sanitize your chair and test station. You can discard of test kit packaging. Once you receive the results, you can discard of the card test as well.

7. Volunteer Assignments

a. Traffic Control Volunteer

(1) Traffic Control volunteers will assist in maintaining the flow of unvaccinated personnel through the testing area. Traffic Control volunteers will direct unvaccinated personnel to socially distanced waiting blocks throughout the hallway, and into a testing room. Traffic Control volunteers will ensure nobody enters the room during a testing session.

b. Supervisory Volunteer

(1) The Supervisory volunteers will enforce testing procedures if a test proctor leaves the testing room. When using multiple conference rooms, test proctors may have to transit between the two conference rooms. The Supervisory volunteers will make sure unvaccinated personnel do not tamper with test kits and social distancing is maintained.

a. Conference Room 2204 A/B have been reserved for COVID-19 testing. This map outlines the flow of unvaccinated personnel into the testing rooms, the waiting stations for unvaccinated personnel will be socially distanced six feet apart and marked by strips of tape on the floor. The blue arrows on this floor plan identify the flow and location of the waiting stations. The golden star identifies the conference rooms that will be used for testing.





COVID-19 TEST RESULTS FORM

PLEASE FILL OUT THE HIGHLIGHTED PORTION:

Full Name: _____ **DOB:** ____/____/____

DATE OF TEST: _____

COVID-19 TEST RESULTS	POS	NEG

Test Start Time: _____ **Test End Time:** _____

Session#: _____ **Station#:** _____

Performed by: _____

INDIVIDUALS WHO TEST POSITIVE will leave the building immediately and notify supervisor once in vehicle. Supervisor must notify Directorate/ Unit leadership so the Commander's Critical Information Requirements (CCIR) report can be sent to the Joint Operations Center (JOC).

INDIVIDUALS WHO TEST NEGATIVE will continue to his/her workstation and proceed as normal. Civilian Employees are responsible for providing documentation of negative COVID-19 test results, upon receipt, to the appropriate supervisor (which includes authorized human resources officials. DoD contractor personnel with CRA will maintain their most recent COVID-19 test result and show such results to authorized DOD personnel (e.g. the COR) upon request.

10. Reporting Weekly COVID Test Sessions

a. Test proctors will make a copy of each COVID-19 Test Result Form. Test proctors will use the COVID-19 Test Result Form to track the unvaccinated personnel tested for COVID-19 in

each session. The compiled list will be sent to Executive Officers (XO) and Senior Enlisted Leaders (SEL).

b. The test proctors must report each unvaccinated person that tests positive to that person's XO and SEL.

c. The test proctors must notify XOs and SELs of all unvaccinated personnel that do not report to their scheduled COVID-19 test.

d. The test proctors should be able to account for all unvaccinated personnel that receive a COVID-19 test.

