



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

SC SOP

23 June 2020

USSOUTHCOM COVID-19 Screening and Surveillance 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. DoD FHP Guidance (Supplement 8), dated 13 April 2020
- c. DoD FHP Guidance (Supplement 11), dated 11 June 2020
- d. Memorandum, Commander US SOUTHCOM, SUBJECT: COVID-19 Sentinel Testing dated 18 June 2020

2. Purpose. This document provides clear procedures for the establishment of a FHP screening program for personnel in the United States Southern Command (USSOUTHCOM) Headquarters. This SOP is to be used in order to minimize the risks associated with the spread of COVID-19, while not compromising the USSOUTHCOM mission.

The responsibility for FHP remains with every staff member; continuous vigilance to mitigation measures is essential. All staff are expected to daily self-monitor for the development of fever or other symptoms of COVID-19. If they have any symptoms of illness, individuals are not to report to work. Staying home when ill and early diagnostic testing are the cornerstones for preventing transmission of COVID-19. All personnel denied entry to the headquarters based on the screening criteria in this SOP will work with his/her supervisor to ensure the time is accounted for properly.

3. Scope. This SOP outlines guidance for the administration and management of the

USSOUTHCOM FHP screening and surveillance program to maximize FHP of USSOUTHCOM personnel. Major elements within the program will ensure USSOUTHCOM mitigates the risk of COVID-19 during Headquarters Operations. These elements include: mandatory screening of all personnel entering the HQ facility for COVID-19 symptoms or factors, sentinel testing (mandatory for active duty and voluntary for civilian employees) for COVID-19, USSOUTHCOM J1 monitoring of personnel health related absences, and close coordination with the USAG-Miami leadership to ensure the Garrison screening program complements the procedures at the Headquarters.

4. Applicability. Applies to all individuals entering the USSOUTHCOM HQ facility.
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 33 rd St., Miami, FL, 33172-1202.
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FOR THE COMMANDER:

PATRICIA M. ANSLOW
Major General, USA
Chief of Staff

DISTRIBUTION:
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APPENDIX A RESPONSIBILITIES

1. The USSOUTHCOM COVID-19 Coordinator will:
 - a. Oversee headquarters FHP (FHP) screening and surveillance programs, on behalf of the USSOUTHCOM Commander.
 - b. Establish rates and frequency of screening based upon risk assessment.
2. The Command Surgeon will:
 - a. Provide technical oversight of FHP screening and surveillance programs to ensure compliance with Center for Disease Control and Department of Defense guidance.
 - b. Review training protocols to ensure the training program is sufficient to meet CDC and DOD guidelines
 - c. Continue promulgation of FHP guidelines and guidance to the command.
3. The Headquarters Commandant will:
 - a. Oversee COVID-19 Sentinel testing program per reference d.
 - b. Oversee execution of COVID-19 Headquarters FHP screenings for all individuals entering the USSOUTHCOM Headquarters. This includes scheduling of screeners, ensuring a viable pool of screeners for long-term operations, and maintaining adequate supplies are on hand.
 - c. Implement this program in a manner that will cause the least amount of disruption to USSOUTHCOM personnel and visitors.
 - d. Ensure FHP screenings are conducted in accordance with Appendix C.
 - e. Provide military manning to conduct screening procedures.
 - f. Ensure all personnel are fully trained prior to assuming duties as screeners.
 - g. Coordinate with USAG-Miami to ensure that screenings are aligned and conducted in the most efficient manner possible.
4. USSOUTHCOM Public Health Emergency Officer (PHEO) will:
 - a. Monitor COVID-19 rates in coordination with the Health and Human Services (HHS) Senior Advisor, USA Garrison-Miami Clinic and J1.
 - b. Will utilize that data to provide FHP recommendations to the Headquarters COVID-19 Coordinator and USSOUTHCOM Commander.

5. The Chief of Security will:

a. Make screening recommendations to HQ Commandant and the COVID-19 Coordinator utilizing a Random Access Measures (RAMS) framework.

b. Remain nested with Command Surgeon, Headquarters Commandant and US Army Garrison Miami to ensure synchronization and continuity of effort.

c. Implement this program in a manner that will cause the least amount of disruption to USSOUTHCOM personnel and visitors.

6. J1 Director will monitor the daily muster report and inform the USSOUTHCOM Public Health Emergency Officer (PHEO) of significant increases (>20%) of staff members not reporting to work due to being ill or having family members ill with COVID-19 symptoms.

7. US Army Garrison-Miami:

a. Implements a COVID-19 screening program in USAG Miami buildings and identify mitigation measures to protect the workforce as well as children enrolled in the Children and Youth Services Program.

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

c. Coordinates with the Chief of Security and Headquarters Commandant to ensure that screenings are aligned and conducted in the most efficient manner possible.

8. US Army Garrison-Miami Clinic monitors the daily clinic caseload and report to USSOUTHCOM PHEO significant increases (>20%) of patients with influenza-like illness and COVID-19 symptoms. The Clinic maintains a log of personnel referred from primary screening.

9. HHS Senior Advisor to USSOUTHCOM utilizes the Center for Disease Control resources to monitor local rates of COVID-19 and community transmission and report significant trends to the USSOUTHCOM PHEO.

APPENDIX B
COVID-19 SENTINEL TESTING PROCEDURES

1. References:

- a. Memorandum for USSOUTHCOM Team members, subject: Return to Mission (Increased HQ Manning) during the COVID-19 Pandemic, dated 21 May 20.
- b. FHP Guidance (Supplement 10) – Department of Defense Guidance for Coronavirus Disease 2019 Clinical Laboratory Diagnostic Testing Services, dated 11 June 20
- c. FHP Guidance (Supplement 11) - Department of Defense Guidance for Coronavirus Disease 2019 Surveillance and Screening with Testing, dated 11 June 20.
- d. Memorandum, Commander US Southern Command, SUBJECT: COVID-19 Sentinel Testing, dated 18 June 2020.

2. Purpose: This appendix establishes procedures for a COVID-19 Sentinel Testing Program directed in reference a and is implemented in accordance with guidance in reference b and CCDR's order in reference c to enable detection of transmission among our force and guide contact tracing and mitigation measures.

3. Background: The COVID-19 Sentinel Testing Program at USSOUTHCOM is an important piece of the overall USSOUTHCOM COVID-19 surveillance program. Testing will be centralized at the U.S. Army Garrison-Miami Clinic to ensure the process supports CDC and Commander's guidance and to maximize efficiency for the USSOUTHCOM workforce. The HQ Commandant will oversee the execution of this program.

4. Applicability: This procedure is applicable to Active Duty and DoD civilian personnel assigned to USSOUTHCOM Headquarters and tenant units within the Headquarters.

5. Procedure: COVID-19 Surveillance Testing will be conducted every other Thursday at the U.S. Army Garrison-Miami Clinic, using Polymerase Chain Reaction (PCR) testing. To minimize the number of personnel waiting at the testing site, personnel selected for testing will receive an appointment time 1-2 days prior. Appointments will be at 10 minute intervals beginning at 0800. If selected for testing, personnel already scheduled for telework or leave on the day of testing will not need to be tested even if selected. The Clinic will notify individuals with their test results. The clinic will maintain testing records, for both service members and DoD civilian employees, in accordance with HIPAA regulations. Testing is mandatory for Active Duty service members per reference c. Testing will be offered to randomly selected DoD civilian employees biweekly. Civilian employees' participation will be on a voluntary basis and if any decline the opportunity to take a test, no adverse personnel action may be taken.

6. Testing Rates: The HQs Commandant's Office will ensure random selection of military personnel for testing in order to achieve a 1% biweekly testing rate, based upon the total assigned Active Duty personnel. In addition, biweekly 1% of DoD civilian employees will be randomly selected and offered testing. Testing results will be monitored by the USSOUTHCOM PHEO and COVID-19 Coordinator. Adjustments in testing rates will be made, as needed, based on, but not limited to, increased rates of infection in the USSOUTHCOM workforce; increased rates of community transmission in the local area; or Commander's direction.

APPENDIX C
COVID-19 HEADQUARTERS FHP SCREENING PROCEDURES

1. References.

a. Memorandum for all persons entering U.S. Army Garrison-Miami, "Use of Cloth Face Coverings in Response to the Coronavirus Disease (COVID-19)," dated 6 April 2020.

b. Memorandum for USSOUTHCOM Team members, "Return of the Workforce to USSOUTHCOM Headquarters," dated 21 May 2020.

2. Purpose. These procedures are designed to assist in health screening for the detection of COVID-19 and the protection of USSOUTHCOM Headquarters personnel.

3. Applicability. Screening procedures are mandatory for all individuals entering the SOUTHCOM HQ facility to include military personnel, civilian employees, contractors and visitors.

4. Responsibilities.

a. The USSOUTHCOM COVID-19 Coordinator will establish screening rates and frequency in coordination with the USSOUTHCOM PHEO and Chief of Security, based upon risk assessment. The location and the method to be followed when conducting the screening will be coordinated with the appropriate entities.

b. The HQ Commandant will:

(1) Implement and conduct COVID-19 force protection screenings as directed by the USSOUTHCOM COVID-19 Coordinator and in conjunction with Chief of Security and the United States Army Garrison-Directorate of Emergency Services (USAG-DES).

(2) Ensure that detailed (borrowed military manning) personnel are fully trained in their FHP screening duties and comply with the policy and procedures stipulated in this memorandum.

(3) Ensure screening is conducted in accordance with established RAMS.

c. The Chief of Security will:

(1) Implement and conduct COVID-19 force protection screenings as directed by the USSOUTHCOM COVID-19 Coordinator and in conjunction with the USAG-DES.

(2) Ensure that USAF-DES detailed personnel are fully trained in their FHP screening duties and comply with the policy and procedures stipulated in this memorandum.

(3) Ensure screening is conducted in accordance with established RAMS.

d. USAG-DES, in accordance with the signed Memorandum of Agreement (No.W1EWAA-17305-001) will ensure personnel are present during COVID-19 Headquarters FHP screening periods at the main entrances to assist with non-cooperative personnel as necessary.

5. Procedures (as detailed in Tab 1 and 2). Screeners (including detailed personnel) will:

a. Attend required training prior to conducting any screening. All training will be documented.

b. Wear the appropriate personal protective equipment as directed by the Command Surgeon's Office and supplied by USSOUTHCOM.

c. Immediately notify USAG-Miami DES if any employee or visitor is non-cooperative prior to or during the screening.

d. LOOK and LISTEN for physical signs of illness.

e. Screen individuals for potential exposure and symptoms in accordance with the screening protocols. This can be accomplished by either asking individuals each of the questions or by having the employee/visitor review the printed list of questions and have he/she verbally acknowledge any positive responses.

f. When directed by the COVID-19 Coordinator, measure temperatures using the attached screening protocol.

g. Take appropriate action as specified in COVID-19 Force Protection Screening Procedures Training and the screening protocols.

(1) Individuals with positive responses are not to enter the building until cleared by the USA Garrison Miami Clinic or other medical authority. Screeners are not authorized to clear an individual with a positive response to enter the building.

(2) Individuals who are referred to the Clinic for additional screening will be annotated on the daily log along with their duty section, supervisor's name, and supervisor's duty phone number. The log will not include temperatures or any information related to symptoms. If no individuals fail screening during a shift, the log will be annotated as such. The HQ Commandant will retain all logs and ensure proper privacy protection.

h. Remain at the screening point until officially relieved or released from the duty.

TAB 1 TO APPENDIX C



Coronavirus Disease-2019 (COVID-19) USSOUTHCOM Force Health Protection Screening Procedures with Temperature Assessment 18 Jun 2020

Primary Screening is the process of identifying arriving personnel and visitors who may be infected with COVID-19. Primary screening should occur in a designated location prior to entry into the building. Social distancing, barriers, and/or personal protective equipment (PPE) will be utilized to protect screeners.

Overview of process: The screener will:

- Follow Random Screening Matrix provided by the Chief of Security, in coordination with the HQ Commandant and COVID-19 Coordinator
- Look at arriving personnel for obvious signs of illness (coughing, shortness of breath, etc.)
- Ask individuals exposure, symptoms, and travel questions
- Determine whether individuals meet criteria for entry or require further evaluation by a medical professional

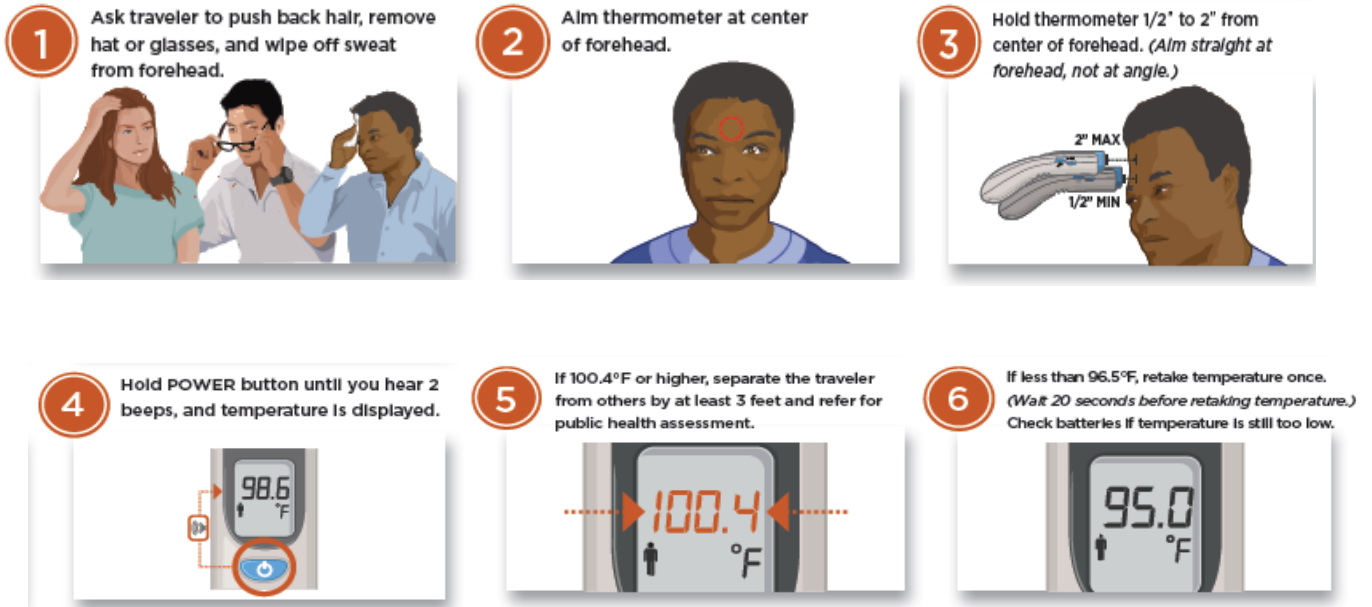
Detailed instructions for primary screeners:

- 1. Wear personal protective equipment (PPE) while performing primary screening**
 - Surgical mask (Screeners do not require a N95 respirator)
 - Gloves will be worn on both hands; change gloves with task change
 - Eye protection (safety glasses or face mask)
- 2. Initial Assessment**

Throughout your encounter with any personnel, LOOK and LISTEN for physical signs of illness. Are they coughing throughout your encounter? Do they appear to have difficulty breathing? If the person has any physical signs of illness, go to step 5 immediately.
- 3. The following questions regarding potential exposures and symptoms will be posted at the EAST, WEST and DV Entrances. Personnel will be instructed by the screeners to read and acknowledge that their response is negative. Alternatively if the posted questions are not readily available, the screener will ask the individual the following questions:**
 - a. In the past 24 hours have you had a fever or felt "feverish"?
 - b. Do you have any of the following symptoms?
 - i. Cough
 - ii. Shortness of breath or chest tightness
 - iii. Fatigue
 - iv. Nasal congestion/runny nose
 - v. Body aches
 - vi. Loss of taste and/or smell
 - vii. Sore Throat
 - viii. Diarrhea
 - ix. Nausea
 - x. Vomiting
 - xi. Chills
 - c. Have you traveled internationally in the last 14 days?
 - d. Have you had contact with someone sick, or someone diagnosed with COVID-19 in the last 14 days?

****If any positive answers, go immediately to step 5.**

- 4. Take temperature of all screened individuals using a non-contact thermometer (infrared thermometer).** If the temperature is under 100.4 degrees Fahrenheit, then proceed to step 6. If 100.4 or higher, go to step 5.



- 5. If an individual fails any step of the clearance process, they may not enter the building at that time. They must proceed to a secondary screening.**
If individuals meet one or more criteria above, instruct them to depart immediately, self-isolate and contact the USAG-Miami Clinic. For secondary screening, they can call the Occupational Health Nurse at 305-437-0779 or report to the Clinic's COVID-19 station behind the outdoor gym for further evaluation. They should also contact their supervisor by telephone. They are not to return to work until cleared by the USAG-Miami Clinic Occupational Health Nurse or proper medical authorities. Annotate in entry log name of the individuals who failed initial clearance and thus require evaluation by their medical team. For employees, also log their duty section, supervisor's name, and supervisor's duty phone number.
- 6. If individuals pass the initial clearance, they may pass the Primary Screening Checkpoint and enter the building.**
- 7. If personnel exit the building, upon return they may be required to repeat the screening process if surveillance screening is being conducted at that time.**

TAB 2 TO APPENDIX C



Coronavirus Disease-2019 (COVID-19) USSOUTHCOM Force Health Protection Screening Procedures without Temperature Assessment 18 Jun 2020

Primary Screening is the process of identifying arriving personnel and visitors who may be infected with COVID-19. Primary screening should occur in a designated location prior to entry into the building. Social distancing, barriers, and/or personal protective equipment (PPE) will be utilized to protect screeners.

Overview of process: The screener will:

- Follow Random Screening Matrix provided by the Chief of Security, in coordination with the HQ Commandant and COVID-19 Coordinator.
- Look at arriving personnel for obvious signs of illness (coughing, shortness of breath, etc.)
- Ask individuals exposure, symptoms, and travel questions
- Determine whether individuals meet criteria for entry or require further evaluation by a medical professional

Detailed instructions for primary screeners:

- 1. Wear personal protective equipment (PPE) while performing primary screening**
 - Surgical mask (Screeners do not require a N95 respirator)
 - Gloves will be worn on both hands; change gloves with task change
 - Eye protection (safety gasses or face mask)
- 2. Initial Assessment**

Throughout your encounter with any personnel, LOOK and LISTEN for physical signs of illness. Are they coughing throughout your encounter? Do they appear to have difficulty breathing? If the person has any physical signs of illness, go to step 4 immediately.
- 3. The following questions regarding potential exposures and symptoms will be posted at the EAST, WEST and DV Entrances. Personnel will be instructed by the screeners to read and acknowledge that their response is negative. Alternatively if the posted questions are not readily available, the screener will ask the individual the following questions:**
 - In the past 24 hours have you had a fever or felt "feverish"?
 - Do you have any of the following symptoms?
 - Cough
 - Shortness of breath or chest tightness
 - Fatigue
 - Nasal congestion/runny nose
 - Body aches
 - Loss of taste and/or smell
 - Sore Throat
 - Diarrhea
 - Nausea
 - Vomiting
 - Chills
 - Have you traveled internationally in the last 14 days?
 - Have you had contact with someone sick, or someone diagnosed with COVID-19 in the last 14 days?

****If any positive answers, go immediately to step 4. If all answers are negative, go to step 5.**

- 4. If an individual fails any step of the clearance process, they may not enter the building at that time. They must proceed to Secondary Screening for clearance.**

If individuals meet one or more criteria above, instruct them to depart immediately, self-isolate and contact the USAG-Miami Clinic. For secondary screening, they can call the Occupational Health Nurse at 305-437-0779 or report to the Clinic's COVID-19 station behind the outdoor gym for further evaluation. They should also contact their supervisor by telephone. They are not to return to work until cleared by the USAG-Miami Clinic Occupational Health Nurse or proper medical authorities. Annotate in entry log name of the individuals who failed initial clearance and thus require evaluation by their medical team. For employees, also log their duty section, supervisor's name, and supervisor's duty phone number

- 5. If individuals pass the initial clearance, they may pass the Primary Screening Checkpoint and enter the building.**
- 6. If personnel exit the building, upon return they may be required to repeat the screening process if surveillance screening is being conducted at that time.**