



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
OFFICE OF THE COMMANDER
9301 NW 33RD STREET
DORAL, FLORIDA 33172

SCCC

26 August 2020

MEMORANDUM FOR USSOUTHCOM Team members

SUBJECT: Updated Return of the Workforce to USSOUTHCOM Headquarters Guidance.
21 May 2020 Return of the Workforce memorandum is rescinded.

1. Our USSOUTHCOM team remains focused on force health protection and essential missions. The last few months have shown us that continuous vigilance works. Our focus on maximizing telework, relentless cleaning, and enforcing physical separation and wearing face masks is effective and keeping us safe.
2. Throughout the COVID-19 pandemic, we have committed to authorizing manning based upon local conditions. In mid-July as the COVID positivity rates increased in South Florida we responded by maximizing telework. Our acquired and honed virtual collaboration skills afford us the ability to efficiently telework, and we will continue that moving forward.
3. While we are accomplishing our essential missions, many important missions and tasks outlined in our Campaign Plan do require access to secure systems beyond what is available for telework. As such, this memorandum serves as authorization for Directors and Special Staff Chiefs to adjust their respective internal manning levels so long as the force health protection measures are in place as needed taking into account my guidance of continued teleworking when viable and necessary. Leaders will use science and sound judgement to make the decision on increased staffing.
4. While increasing staff levels at the headquarters, Directors/Special Staff Chiefs will:
 - a. Identify all military and civilian personnel that are 'high risk' and allow those personnel to continue telework as mission requirements allow. To support the Director's/Special Staff Chief's decision regarding place of duty, personnel will provide written documentation from a medical provider that he/she is 'high risk' for COVID-19 per CDC guidelines.
 - b. If military and civilian personnel identify they have dependent-care limitations because of COVID-19, allow those personnel to continue telework to the extent possible.
 - c. Telework written agreements must be in place and followed. Employees must still account for work and non-work hours during the duty day and take appropriate leave for time spent away from normal work-related duties.
 - d. If military and civilian personnel identify they live with 'high risk' dependents, then evaluate options to reduce that risk. Ensure concerns are raised with supervisors.
 - e. Work with employers within the terms of the contracts for USSOUTHCOM contractors in similar situations.

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5. The following conditions must be met in order to increase staffing:

a. Early diagnostic testing of sick staff, isolation, and contact tracing are all essential. Random COVID-19 surveillance testing for headquarters staff will be utilized to screen for asymptomatic carriers.

b. Sufficient structural barriers must be in place when there is not six feet separation between work stations.

c. Sufficient structural barriers must be in place to prevent face-to-face airflow (sneeze guards) where workstations require close interaction.

d. Sufficient cleaning supplies and protocols must be in place to support frequent cleaning of office equipment and heavily used equipment (i.e. printers).

e. Cleaning procedures must be in place to frequently clean common areas throughout the day.

f. Doors will remain open where possible, and when not possible, sufficient cleaning supplies and a strict cleaning regimen will be implemented for all entryways.

g. Personnel will wear face masks unless in a private office alone, eating or drinking. Cubicles regardless of separating barriers or sneeze guards being in place are not to be considered private offices.

h. Leverage telework at Director/ Supervisor discretion.

6. We will maintain the personnel increases to headquarters as long as conditions allow. Additionally, we will again halt or reverse the process if there is a spike in reported COVID-19 positives at USAG-Miami or in the community. These changes to the workplace environment will remain for the foreseeable future. Until COVID is no longer a threat, relentless adherence to preventive measures are required. These include physical distancing, face masks, cleaning, sanitation and staying away from work if sick. Directorates will continue to report projected manning ratios (in the office/ telework) in the weekly Staff Activity Reports (SAR).

7. This is an all hands effort and responsibility.


CRAIG S. FALLER
Admiral, USN
Commander