MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO OR STATIONED ON YOKOTA AIR BASE, JAPAN

FROM: 374 AW/CC

SUBJECT: Renewed Public Health Emergency Protective Measures

1. We have continued to see positive COVID-19 cases in the greater Tokyo area and the local towns surrounding Yokota Air Base. Based on these circumstances, it is important to take protective measures to continue to reduce the risk of COVID-19 to our population. Accordingly, pursuant to DoD Instruction (DoDI) 6200.03, “Public Health Emergency Management (PHEM) Within the DoD,” dated 28 March 2019, and Air Force Instruction 10-2519, Public Health Emergencies and Incidents of Public Health Concern, dated 10 December 2019, I have declared a Public Health Emergency under my authority as the installation commander. These following measures are mandatory for all personnel present on or assigned to Yokota Air Base including but not limited to U.S. military members, U.S. civilian employees, all dependents, DoD retirees, Host-Nation (HN) employees, contractors, and any other persons accessing this installation. This order also includes those personnel assigned to mission partners/tenant units. These measures will go into effect immediately and remain in effect until 30 June 2020 unless renewed and republished or sooner terminated by me. I will review this policy every 15 days to determine if these measures need to stay in place or be reduced before 30 June 2020.

2. Limitations on movement: In order to prevent the introduction, transmission, and spread of communicable diseases, there will be limitations on movement imposed during the period of this declaration. These limitations on movement apply whether personnel are on duty, on leave, in liberty status, or on pass. For all personnel that live on Yokota Air Base, they are required to stay on Yokota Air Base or on Tama Hills Recreation Area unless traveling within the immediate vicinity of Yokota Air Base for the purpose of mission essential travel or travel for obtaining essential services. Essential services are defined in paragraph 4 of this guidance. For all personnel who currently live off-base, they may still travel to and from Yokota Air Base or Tama Hills Recreation Area and may travel within the immediate vicinity of Yokota Air Base or their personal residence for the purpose of obtaining essential services. For those personnel choosing to visit, camp, or stay overnight at Tama Hills Recreation Area, travel is limited to and from Tama Hills Recreation Area from your residence or from Yokota Air Base with no stops in between. For anyone with an extraordinary situation requiring travel outside of the mission essential or essential services definitions in this policy, requests can be made for travel approval from the first General Officer in their chain of command or myself for 374 AW personnel and those units without a local General Officer.
3. Mission-essential travel: Mission-essential travel is authorized during the period of this order. Mission-essential travel includes but is not limited to off-base medical appointments, official duty at another U.S. military installation, appointments with Government of Japan officials, U.S. embassy visits, off-base house hunting, and off-base car shopping. For off-base house hunting, members should speak to the 374 CES housing office for further information, relevant COVID-19 safety guidance, and prioritization. If there are questions on what qualifies as mission essential travel, please consult your chain of command. Private or government mode of transportation is required for mission-essential travel. Mission essential travel involves traveling directly to the mission essential appointment from your residence or Yokota Air Base and returning directly to your residence or Yokota Air Base.

4. Essential services travel:
   
a. Members can still travel off-base for essential services in the immediate vicinity of Yokota Air Base or their off-base residence. No essential services travel near Tama Hills Recreation Area is currently permitted. Essential services include take-out food, grocery shopping, gasoline, postal services, medical supplies, veterinary services, household cleaning supplies, off-base employment of dependents, off-base schools and daycare facilities, necessary vehicle maintenance, vehicle registration/taxes, Japanese Compulsory Insurance (JCI) for a vehicle, and shopping for personal care necessities such as toiletries. For off-base employment of dependents, travel is only permitted by POV or private means, not public transportation. Off-base employment should be conducted in a safe manner using the same social distancing procedures used on base so that it does not present an undue risk to the member or base population. For off-base schools and daycare facilities, parents should make a personal decision based on risk involved with the facility used. I encourage parents to speak with the school or daycare facility about their safety procedures before making any final decisions.

b. All travel for non-essential services is prohibited until the expiration of this order. Non-essential services include but are not limited to sit-down restaurants, bars, night clubs, onsens and public baths, off-base fitness facilities, shopping malls, leisure shopping, movie theaters, arcades, indoor game centers, and Pachinko halls. If there are questions on what qualifies as an essential service, please consult your chain of command. Private transportation shall be used for essential services travel to the maximum extent permitted.

5. Base Visitation Policy:
   
a. All personnel that possess a DoD ID card or other appropriate access card to Yokota Air Base can continue to access the installation. Contractors who are on an approved Entry Access List or are escorted by an authorized sponsor can continue to access the installation during the period of this order to solely fulfill their contractual obligations. Contractors are only authorized to visit their designated place of performance on the installation.

b. The ability to sign visitors onto base is removed for the time period of this order. DoD uniformed personnel, U.S. civilian employees, dependents of military and civilian employees, MLC employees, LN employees, JASDF personnel, JGSDF personnel, and any other sponsors are prohibited from escorting guests onto base during the period of this order. Official visits escorted by U.S. or Japanese military personnel and/or U.S. civilian employees are exempt from this requirement. Personnel wishing to sponsor an individual onto the installation for good cause
and/or an extraordinary reason can request an exception to policy be granted. The approval authority for exceptions to this policy will be the first General Officer in the chain of command for tenant organizations that have a General Officer on base (i.e. HQ 5 AF, HQ USFJ, DSRJ, and HQ ADC). For requests from all other units without a local General Officer, I will be the approval authority for exceptions to this policy as the installation commander. An exception to policy form has been distributed to commanders and tenant units previously.

6. Public Gatherings: As part of the effort to reduce the introduction, transmission, and spread of communicable diseases, all personnel should avoid social gatherings that are likely to have more than 20 people in attendance. When conducting essential services as listed above that could potentially have more than 20 people present, members should implement social distancing (6 feet or 2 meters) to the maximum extent possible. All personnel can still participate in outdoor activities on Yokota Air Base or on Tama Hills where social distancing can be maintained including, but not limited to, hiking, running, biking, and walking a pet. Personnel living off-base can walk a pet near their residence and engage in outdoor exercise near their residence so long as social distancing can be maintained. All personnel, whether living on or off-base, may ride a bicycle for exercise off-base with appropriate social distancing and avoiding heavily populated areas. If riding a bicycle off-base for exercise, personnel may take short water/rest stops or emergency stops for maintenance but may not take long breaks for tourism or other purposes. Other forms of exercise off-base are still limited to those personnel that live off-base and only near their residence. If there are questions on public gatherings, please consult your chain of command.

7. Leave: Leave is currently restricted to the physical limits of Yokota Air Base and Tama Hills Recreation Area for all personnel that live on Yokota Air Base. For all personnel that live off-base, leave is restricted to the physical limits of Yokota Air Base, Tama Hills Recreation Area, or their off-base personal residence. Leave requests in this area may be approved by first line supervisors.

8. Mask wear: Consistent with Secretary of Defense guidance, all individuals on Yokota Air Base or Tama Hills Recreation Area will wear cloth face coverings when they cannot maintain six feet of social distance in public areas or work centers. Children 36 months old and younger are not required to wear a face mask. Children in Child Development Center programs are also not required to wear face masks. Multiple individuals riding in the same vehicle are required to wear face masks; however, this does not apply to immediate family members.

9. Contact Tracing: Daily contact tracing logs are required all personnel that live on Yokota Air Base or desire access to the installation. This includes all military members, civilian component, SOFA-status dependents, and local national employees. These logs will only be reviewed by medical professionals to assist with identifying people that have come in contact with someone suspected to have COVID-19. Contact tracing logs entries are required if the contact meets the following conditions:

   a. Being within approximately 6 feet (2 meters) of an individual for longer than 10 minutes even with a mask on;

   b. Anyone with whom you had physical contact while caring for, living with, or visiting (with the exception of your immediate family living in your home);
c. Anyone with whom you shared a health care waiting room (please denote time, name of clinic, and location of waiting room; no need to write down all patients names); and

d. Anyone having direct contact with an individual’s secretions (e.g. being coughed on, coughing or sneezing on).

10. Thank you for your commitment to ensuring the safety and security of our families and teammates. I sincerely appreciate your flexibility and patience during this stressful time. I recognize these measures place burden on our families; however, they are absolutely essential to protecting our entire community. It requires a total commitment from everyone to keep our installation safe and reduce risk to all personnel who live and work on the installation.

11. If there are any questions on these measures, please consult your chain of command or the installation Public Affairs office at 374aw.pav3@us.af.mil.

OTIS C. JONES, Colonel, USAF
Commander