



DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
30TH SPACE WING

MEMORANDUM FOR VANDENBERG AFB COMMANDERS

FROM: 30 SW/CC

SUBJECT: Infectious Disease Checklists

1. COVID-19 has caused us to make changes in our operations. In an effort to continue flattening the curve while safely expanding operations the Incident Management Team (IMT) has developed Infectious Disease checklists. Commanders will ensure assigned personnel utilize “Commanders All Purpose Infectious Diseases Work Center Checklist” to assess the safety of work centers and when determining the need to expand operations. Commanders will ensure assigned personnel utilize “Commanders All Purpose Infectious Diseases Group Event Checklist” during event planning and unit physical training activities. Events are limited in size based on the current phase of the installations recovery plan. Any deviations for event sizes require installation commander approval.
2. Commanders will also ensure any unit-sanctioned on or off base volunteer functions are limited in-size according to the installations recovery plan and have an approved High Risk Activity form on file prior to volunteering.
3. The IMT will utilize these checklists and complete checks of work-centers, group events of fitness activities. Any deficiencies will be reported to the owning unit’s chain of command and to me.
4. This incident continues to evolve, likewise these checklists are date stamped and will be reviewed and updated by the IMT on a recurring basis. The checklists are loaded on the Crisis Action Team, Teams account, reference sub-folder “Commanders All-Purpose Checklists”. When updated checklists are approved, the IMT will communicate with commanders to ensure the most current edition is used. If you have any questions, please contact 30 SW IMT via email @ 30SW.IMT.DataCell@us.af.mil.

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Commander