



DEPARTMENT OF THE AIR FORCE  
374TH AIRLIFT WING



7 December 2020  
Update #1: 16 December 2020

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. Continued transmission of COVID-19 cases in Japan present a risk 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. The 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 **Wednesday 16 December 2020** and remain in effect until **5 March 2021** unless renewed and republished or sooner terminated by me or my successor. I will review this policy every 15 days to determine if these measures need to stay in place or be changed in any manner.

2. **Local Area Definition:**

a. To protect our personnel and families from the continued transmission of COVID-19 cases, I have established a local area within Japan. **The local area is defined as the country of Japan excluding the Tokyo metropolitan area which is prohibited.** Areas in downtown Tokyo (for example Shibuya, Shinjuku, and Roppongi) are NOT considered part of the local area. Maps that define the local area can be found at <https://www.yokota.af.mil/COVID-19/> and attached to this policy. Members are authorized travel within the local area for any activities not listed as prohibited in paragraphs 3, 7, and 8. **Members may travel through the prohibited area so long as they do not stop travel before reaching their destination in a non-prohibited area. Members may stop in the prohibited area only for mission essential travel as defined in paragraph 4 or based on approval by me in paragraph 9.** Members are also authorized to visit other military installations within the local area; however visiting installations that are currently in HPCON Charlie status requires prior approval from the first O-6 in the member's chain of command. Members who currently live outside of the local area defined above may travel in the immediate vicinity of their residence for essential services such as dining facilities, grocery stores, shopping, schooling, and medical facilities.

b. All DoD uniformed members must remain in the above defined local area whether on duty, on leave, on liberty, or on pass unless traveling outside the local area pursuant to the

requirements in paragraphs 4, 5, and 9. SOFA status members of the civilian component and SOFA dependents are highly encouraged to remain within the defined local area and any departure from that local area **will** subject them to a 14-day Restriction of Movement upon return. **Any travel into a currently prohibited area – such as Tokyo – without prior authorization in paragraph 9 or for other than mission-essential travel in paragraph 4 may result in administrative actions up to and including possible debarment from the installation.** For anyone with an extraordinary situation requiring travel beyond the definitions in this policy and not covered in paragraphs 4, 5, and 9, requests can be made for travel authorization from the first General Officer/SES in your chain of command or myself for 374 AW personnel and those units without a local General Officer/SES.

3. **Local Area Limitations:** Prohibited non-essential services include bars, night clubs, karaoke clubs, social clubs, amusement/theme parks, or any facility with a potential for crowds, close contact, or closed spaces where COVID prevention measures cannot be maintained. Off-base employment should be conducted in a safe manner using the same social distancing procedures used on base. For off-base schools and daycare facilities, parents should be aware of school policies and make a personal decision based on risk involved with the facility used.

4. **Mission-essential travel:**

a. Mission-essential travel outside the local area is authorized during the period of this order. Mission-essential travel includes but is not limited to medical appointments, official duty at another military installation, appointments with Government of Japan officials, U.S. embassy visits, and off-base house hunting. If there are questions on what qualifies as mission essential travel, please consult your chain of command. Proceed directly to the mission essential appointment from your residence or Yokota Air Base and return directly to your residence or Yokota Air Base.

b. Government funded TDY travel for 374th Airlift Wing personnel will be approved by the first O-6 in the traveler's chain of command. All TDY travel will require this approval unless the purpose for travel is one of the 11 exemptions listed on the Secretary of Defense's 22 May 20 memorandum or unless the travel was previously approved by a General Officer under the prior version of this policy. Per USFJ policy, mission-essential travel to a base or installation in HPCON Charlie status requires approval by the first O-6 in the member's chain of command.

5. **Public Transportation:**

a. Public transportation may be used within Japan under the following conditions. Air travel conducted entirely within the country of Japan is permitted. There is no restriction on accessing airports within Japan. Shinkansen (Japanese bullet train) travel throughout Japan is permitted. Travel by taxi is still allowed. While on any form of public transportation members must wear a face mask at all times with the exception of eating a meal on an airplane or Shinkansen.

b. Use of local trains and buses is permitted at all times. Members must be cautious of overly crowded trains during rush hour and to the extent possible plan their trip accordingly. If members notice a train is overly crowded they are recommended to wait for another train. While on any local train or bus members must wear a face mask at all times.

c. While still prohibited from visiting the Tokyo metropolitan area, members may use a local train or bus for the limited purpose of going to an airport or Shinkansen station in the Tokyo metropolitan area to conduct air travel or Shinkansen travel as described in paragraph a. above.

#### 6. **Base Visitation Policy:**

a. All personnel possessing a DoD ID card or other appropriate access card to Yokota Air Base can continue to access the installation. Contractors must be on an Entry Access List or be escorted by an authorized sponsor solely to fulfill their contractual obligations. Contractors are only authorized to visit their designated place of performance.

b. Adult DoD ID card holders can sponsor up to 1 guest per adult DoD ID card holder as a personal visitor on Yokota Air Base. Adult DOD ID card holders are defined as those card holders age 18 years or older. Adult DoD ID card holders can now sponsor up to 8 guests for visiting Tama Hills Recreation Area by signing in at the security station on Tama Hills.

c. In order to sponsor a guest onto Yokota Air Base, the adult DoD ID card holder must go to the Visitor Control Center between the hours of 0600 and 2200, seven days a week to obtain a pass. DoD ID card holders will be able to attain a 24 hour pass for their sponsored guest and must be with their guest at all times while on Yokota Air Base. Official visitors are exempt from these limitations if they are escorted by U.S. or Japanese military personnel and/or U.S. civilian employees to meet with personnel for official duties. Exceptions to this policy for personal visitors will be routed to the first General Officer/SES in the chain of command for tenant organizations that have a General Officer/SES on base. For all other units, I will be the approval authority. An exception to policy form was previously distributed.

#### 7. **Social Gatherings:**

a. Due to a recent increase in COVID-19 cases in the local area, all social gatherings are currently limited to 6 persons or 2 families in attendance. Exceptions to this rule may be approved by Squadron Commanders (or equivalent for mission partners/joint service personnel). Social gatherings are defined as groups of people who are together outside of the work area for non-mission essential purposes. When dining in restaurants or conducting other activities not prohibited in paragraph 3, personnel should ensure they are maintaining social distancing and wearing cloth masks even when in groups of less than 6 people unless they are only with immediate family members.

b. An exception to this limited social gathering rule is allowed for attendance at off-installation religious services so long as attendance can be conducted in a safe manner. Those wishing to attend such services off-installation must exercise caution such as physically distancing requirements and wearing masks except for short duration to take part in religious rituals/rights/observances that require consumption. If members find that services are not being conducted in a safe manner, it is their personal responsibility to remove themselves from such an environment. Personnel who live outside the defined local area may walk a pet near their residence and engage in outdoor activities near their residence so long as social distancing can be maintained. Personnel who find themselves in an area with a potential for crowds, close contact, or closed spaces where COVID prevention measures cannot be maintained, should immediately

remove themselves from that location. If there are questions on social gatherings, please consult your chain of command.

8. **Physical Fitness Activities:** Members are encouraged to engage in physical fitness activities where social distancing and cleaning of equipment can be maintained. However, there still remains a risk in group physical fitness activities where masks are not worn, social distancing cannot be maintained, or equipment is shared between multiple individuals. **Accordingly, all personnel will wear a face mask at all times while in base fitness facilities including while engaging in physical exercise. The only exception to wearing a mask in base fitness facilities will be for members actively engaging in cardiovascular exercise on a cardio machine, momentarily removed to hydrate, or while members are in the sauna/steam room or showers.** Moreover, the following group fitness activities are permitted where masks are worn or social distancing is maintained: volleyball, baseball, softball, tennis, and gymnastics. All equipment should be thoroughly cleaned after use in a permitted activity. Other group activities that involve close contact between participants with a high probability of transmitting respiratory particles are still prohibited to include, but not limited to, soccer, basketball, racquetball, football, wrestling, hockey, rugby, ultimate Frisbee, and contact martial arts. Modified practice of these prohibited activities (i.e. individual skill drills, conditioning, forms practice, shooting practice, etc.) may take place where strict social distancing is maintained or masks are worn and when there is no sharing of equipment or thorough cleaning of equipment is maintained.

9. **Leave:** Leave to a personal residence or in the local area may be approved by a first line supervisor. Leave for military or civilian employees outside of Japan may be approved by their squadron commander or equivalent. Any member wanting to take leave or non-mission essential travel in the Tokyo metropolitan area will be required to submit an Exception to Policy request to my office. Any request to take leave at a base or installation in HPCON Charlie status requires approval by the first O-6 in the member's chain of command. Approval authorities are required to conduct a risk assessment of the travel with the member and verify the HPCON status of a leave location before approving a leave request. Exception to Policy requests approved by the first General Officer in the member's chain of command are still currently required to fly via Space Available status on all flights per SecAF policy.

10. **Mask wear:**

a. 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 social distance. This does not include inside a member's personal residence or while in private lodging in the defined local area. 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.

b. Additionally, all personnel who wish to access Yokota Air Base or Tama Hills Recreation Center shall wear masks when in public off-installation in the defined local area. Japanese citizens commonly wear masks in public settings and our personnel should also do so off-installation at this time of heightened COVID response to prevent the spread of infection and to promote a responsible image to the host nation civilian population. Additionally, wearing masks

off-installation is a preventive and risk mitigation measure that can allow the increase of off-installation activities in a safe manner. Members may remove masks while conducting outdoor exercise activities **provided they maintain 6 feet of distance from non-family members**. Members may temporarily remove their masks while actively consuming food at a restaurant provided they wear a mask into the restaurant and put the mask back on when they are finished with their meal. Any member declining to wear a mask in public during the period of this order and not under one of the exceptions mentioned above may be temporarily denied access to the installation or debarred.

11. **Contact Tracing:** Daily contact tracing logs are required for all military members, civilian component, SOFA-status dependents, and local national employees. Logs will only be reviewed by medical professionals **or medically trained teams**. Log entries are required if the contact meets the following conditions:

- a. Being within approximately 6 feet (2 meters) of an individual for longer than 15 minutes with or without a mask on; (Off-base - record the location and duration of your visit)
- 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 or sneezing on).

12. Thank you for your commitment to ensuring the safety and security of everyone. 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 in order to reduce risk to all personnel who live and work on the installation.

13. 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](mailto:374aw.pav3@us.af.mil).

ANDREW J. CAMPBELL, Colonel, USAF  
Commander

Attachment:  
Yokota AB – Local Area Limits maps dated 7 October 2020