



5 April 2020

JBSA Teammates,

This memo provides guidance based on the Secretary of Defense's 5 April 20 memorandum discussing *DoD Guidance on the Use of Cloth Face Coverings*. While we anticipate further implementing guidance via Service channels, I wanted to share the following guidance you.

The Center for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Although Joint Base San Antonio and Bexar County COVID-19 infection numbers are relatively low, community transmission is prevalent and we must protect our workforce and our families.

Effective immediately, per SECDEF's direction, to the extent practical without significantly impacting mission, all individuals (i.e., Total Force military, DoD civilian employees,¹ family members, DoD contractors, and others) on JBSA installations, property, and facilities will wear cloth face coverings when they cannot maintain six feet of physical distance in public areas or work centers (not applicable to a service member's or service family member's personal residence on JBSA).

Exceptions to the above requirement may be approved by local commanders and supervisors and submitted up their respective chain of command for situational awareness. As stated in SECDEF's guidance, individuals are encouraged to fashion face coverings from household items or common materials, such as clean T-shirts or clean cloth that can cover the nose and mouth area. Any face covering worn by a military member must be clean, conservative in nature and not detract or discredit the military uniform.

While expenditure of funds for special protective equipment necessary for the performance of duties may be authorized, commanders should consult with legal advisors and the comptroller about purchasing and issuing coverings. Any issuance of surgical masks and N95 respirators should be reserved for health care workers.

For security purposes, security forces personnel may require the lowering of face coverings to verify identification. Failure to do so could result in punitive action or possible denial of entry onto the military installation.

Any questions regarding this memo should be directed to the JBSA Crisis Action Team at 210-808-4126 / 1158. Thank you for your continued support.

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LAURA L. LENDERMAN
Brigadier General, USAF
Commander, Joint Base San Antonio

¹ For civilian employees (appropriated fund and non-appropriated fund), use of a cloth face covering is strongly encouraged. Commanders who wish to mandate cloth face covering for civilian employees under this memo must either furnish them or provide a uniform allowance.



SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1000

APR 05 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Department of Defense Guidance on the Use of Cloth Face Coverings

The Department of Defense (DoD) is committed to taking every precaution to ensure the health and wellbeing of our Service members, DoD civilian employees, families, and the Nation in response to the Coronavirus Disease 2019 (COVID-19) pandemic. DoD supports, and will continue to implement, all measures necessary to mitigate risks to the spread of the disease, consistent with the Department's priorities to protect our people, safeguard our national security capabilities, and support the government's whole-of-nation response.

The Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Military personnel, DoD civilian employees, their family members, and DoD contractors are strongly encouraged to follow CDC guidelines on the use of cloth face coverings in public settings or where other social distancing measures are difficult to maintain.

Effective immediately, to the extent practical, all individuals on DoD property, installations, and facilities will wear cloth face coverings when they cannot maintain six feet of social distance in public areas or work centers (this does not include in a Service member's or Service family member's personal residence on a military installation). This includes all:

- Military Personnel

- DoD Civilian Employees
- Family Members
- DoD Contractors
- All other individuals on DoD property, installations, and facilities

Exceptions to this requirement may be approved by local commanders or supervisors, and then submitted up the chain of command for situational awareness. Security checkpoints may require the lowering of face covers to verify identification.

The Under Secretary of Defense for Personnel and Readiness will issue updated force health protection guidance on DoD implementation. The Military Departments will issue guidance on wear for Service members. As an interim measure, all individuals are encouraged to fashion face coverings from household items or common materials, such as clean T-shirts or other clean cloths that can cover the nose and mouth area. Medical personal protective equipment such as N95 respirators or surgical masks will not be issued for this purpose as these will be reserved for the appropriate personnel.

The Department will continue to implement force protective measures to mitigate the spread of COVID-19 to our total force and their families, and the American people. The latest DoD policies can be found at <https://www.defense.gov/Explore/Spotlight/Coronavirus>.

Matt T. Egan



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

5 April 20

MEMORANDUM FOR ALL MAJCOM-FOA-DRU/CC
DISTRIBUTION C

FROM: AF/A1

SUBJECT: Department of the Air Force Guidance on Use of Cloth Face Coverings

References: (a) Secretary of Defense Memorandum, "Department of Defense Guidance on the Use of Cloth Face Coverings", 5 April 2020
(b) Air Force Surgeon General Memorandum, "Medical Guidance on 3D Printed N-95 Respirators, Face Masks, and N-95 Mask Shields/Covers", 1 April 2020
(c) AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020
(d) AFI 10-2519, *Public Health Emergencies and Incidents of Public Health Concern*, 10 December 2019
(e) CS316353B, Center for Disease Control Face Covering Fact Sheet, 4 April 20

This memorandum is issued pursuant to References a and b relating to the use of cloth face coverings to prevent the spread of illness.

The Department of the Air Force is committed to taking every precaution to ensure the health and well-being of our military members, civilian employees, and their families in response to the Coronavirus Disease 2019 (COVID-19) pandemic. DAF supports, and will continue to implement, all measures necessary to mitigate risks to the spread of the disease.

The Center for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Military personnel, civilian employees, their family members, and contractors are strongly encouraged to follow CDC guidelines on the use of cloth face coverings. When using 3D fabricated Personnel Protective Equipment (PPE), they also should follow the Air Force Surgeon General's guidance as provided in Reference b.

Effective immediately per the Secretary of Defense's direction in Reference a, to the extent practical without significantly impacting mission, all individuals on DoD property, installations, and facilities are required to wear cloth face coverings when they cannot maintain six feet of physical distance in public areas or work centers (does not include or apply to a service member/family member's personal residence on a military installation). This includes all:

- Total Force Military Personnel
- DoD Civilian Employees (including Non-Appropriated Funded Civilians) – subject to the conditions set out below
- Family Members
- DoD Contractors
- All other individuals on DoD property, installations, and facilities

In addition to this guidance memorandum, wing commanders and equivalents should refer to References c and d on their authority to require protective items when safety considerations make it appropriate and to follow the HPCON framework to respond to a public health emergency or incident of public health concern. Commanders should determine the appropriate personal protective equipment required for protection based on the mode of transmission of the disease in question.

Since current conditions make it appropriate, commanders must ensure units adhere to five elements of military professional standards: neatness, cleanliness, safety, uniformity, and military image. Commanders will ensure face coverings worn by uniformed military members are conservative, professional, and in keeping with dignity and respect. Any cloth items worn as face coverings (i.e., neck gaiters, neck warmers, balaclavas, etc.) should be functional, cleaned, and maintained in compliance with current Air Force instructions and should cover the mouth and nose. As safety is the primary concern, until issued items are fully available Commanders and units may deviate in regard to uniformity while maintaining other standards. Once available, members will cease use of personal items and only wear the issued face covering when in uniform.

For civilian employees (Appropriated Fund and NAF), use of a cloth face covering is strongly encouraged. Commanders who wish to mandate cloth face covering for civilian employees under this memo must either furnish them or provide a uniform allowance per AFI 36-128, *Pay Setting and Allowances*, 17 May 2019.

N-95 and surgical masks should be reserved for health care workers. Commanders may authorize the optional wear of protective gloves in consultation with local medical professionals. Additionally, commanders who determine the purchase and issuance of cloth face coverings is necessary for mission requirements should consult with legal and comptroller about purchasing and issuing the coverings. Security checkpoints may require the lowering of masks to verify identification.

Local commanders can approve exceptions to this requirement, when implementation is not practical, and share information up the chain of command for situational awareness.

The use of a cloth face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts to stop the spread of COVID-19.

All personnel should continue to maintain six feet between themselves and others whenever possible. The cloth face covering is not a substitute for physical distancing. The cloth face covering is to help prevent those who are asymptomatic from transmitting, more than protecting oneself from potentially contracting the virus. Please, continue to check the Centers for Disease Control and Prevention (CDC) website for more information (<https://www.cdc.gov/>).

//Signed/BTK/5 April 20//
BRIAN T. KELLY
Lt Gen, USAF
DCS, Manpower, Personnel, and Services

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Face Cover

Face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Face Covers

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

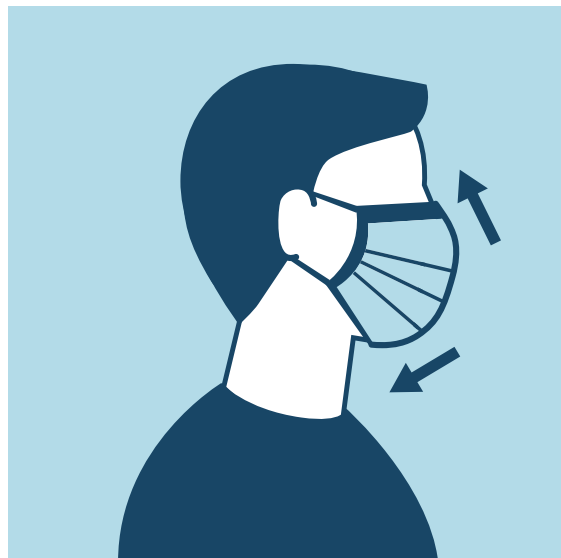
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face cover?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used face cover?

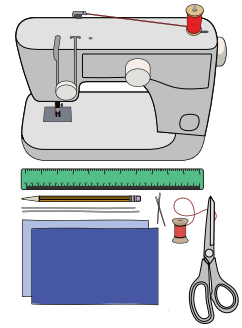
Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



Sewn Face Cover

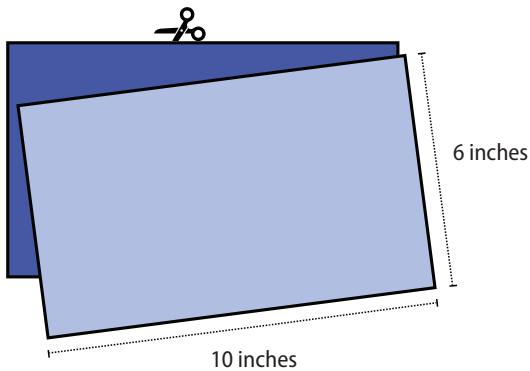
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

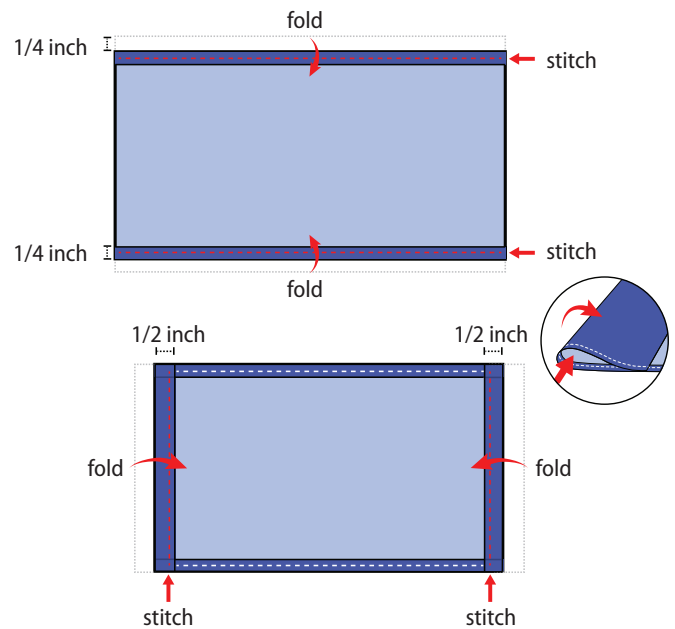


Tutorial

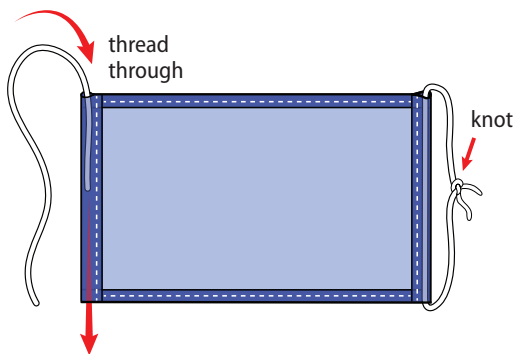
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



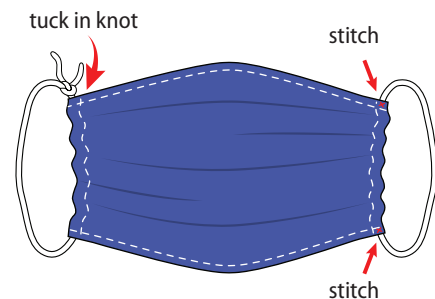
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

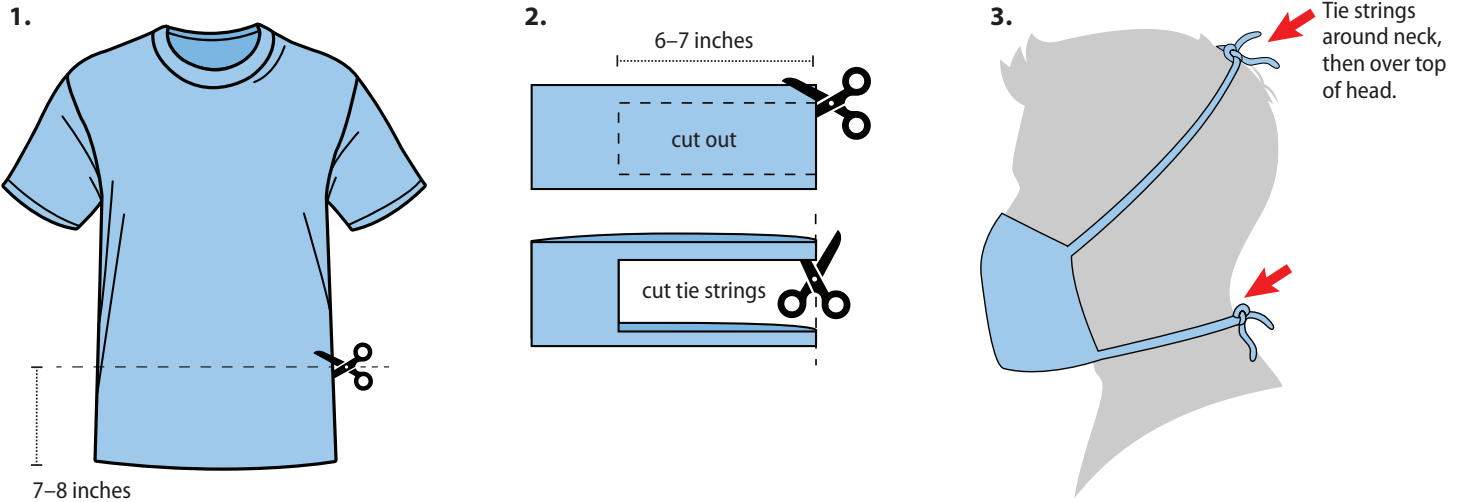


Quick Cut T-shirt Face Cover (no sew method)

Materials

- T-shirt
- Scissors

Tutorial



Bandanna Face Cover (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

