

USARJ COVID-19 Travel Risk Assessment and Post Travel Restriction of Movement (ROM) Plan

PRIVACY ACT STATEMENT (5 U.S.C. 552a(b) of the Privacy Act of 1974)

AUTHORITY: Risk Assessment Requirements. IAW Under Secretary of Defense Memorandum, SUBJECT: Force Health Protection Guidance (Supplemental 12) Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic, dated 6 August 2020; Force Health Protection Guidance (Supplement 8), Department of Defense Guidance for Protecting personnel in the Workplace during the Response to the Coronavirus Disease 2019 Pandemic, dated 13 April 2020, **must be met by ALL Travelers BEFORE returning to the workplace.** The requirements listed in Additional Force Health Protections may be more restrictive based on local risk assessments in consultation with medical and public health authorities.

PRINCIPAL PURPOSE(S): In addition to compliance with the referenced directives, this form may be used as a decision making tool for Supervisors to analyze the risk associated with travel during the 2019 Coronavirus Pandemic and to ensure compliance with DoD Directives to have a completed risk assessment before travel. To provide employees a method of confirming all post-travel requirements during any required restriction of movement.

ROUTINE USE(S): The information will be used only for official purposes, which include evaluation of COVID19 risks to the traveler(s) and the US Army Japan installations, and informing travelers of emergent health hazards associated with their known itineraries.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request and if travel is conducted and a proper assessment of the travel risk is not made it could result in the traveler being denied access to USARJ and USFJ facilities until the health threat can be assessed (ROM).

DIRECTIONS: Department of Army Civilians (DACs) and all other Non-Military personnel (including NAFI, Contractors, DODEA, DeCA, Local National Employees, all Dependents of these personnel, and any other organizations on USARJ facilities are required to provide the enclosed Travel Risk Assessment to their supervisor or designated official 10 days before travel, unless an emergency or circumstances justify a delay, for the following travel: a. Travel outside of Japan; b. Travel outside 150KM liberty boundary to areas at moderate, high or very high risk levels; c. Travel to the Kanto Plain restricted area. Refer to General Order #1, 21 OCT 2020 (and updates).

Travel Risk Assessment

Traveler Information			
Name			
Unit			
Position		Series/MOSC:	
Rank/Grade			
Position			
DEROS			
Leave Duration and Type			
Leave Balance		Use or Lose Balance	
Comp Time		Home Leave	
Analysis of impact on Workload/Manpower/Mission during Leave Periods:			
+ Additional travelers			
Name:		Relationship:	
+Pets (list if traveling concurrently, if remaining Home Station, identify care plan, i.e. kennel, friends).:			
Travel Dates (include Full Travel Period, including any Quarantine anticipated at Travel Destination):			
Depart Duty Station:		Return to Duty Station:	

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<p>Note: DoD Service Members and Civilians must still comply with all international travel requirements, to include completion of Security Briefings, or Individual Anti-Terrorism Travel Plans, etc. Subject to current DoD Stop Movement, or Local General Order #1, additional Exception to Policy may be required for Official Travel or for Service Member leave.</p>							
Destination							
City/State (Prefecture)/Country of Each Leave Destination:							
Phone Number at Leave Location							
Email Address to be reached at during leave:							
Current COVID Risk Analysis Level:							
Conduct a Destination Risk assessment for each location where >90 minutes will be spent or where close contact with others outside of the listed travelers is expected to occur. List other locations on an additional sheet.							
Location 1:							
Destination Risk Assessment Level:		Date of Assessment					
Current COVID Risk Analysis Level: https://army.deps.mil/vdesk/hangup.php3 for Japan CDC Travel Risk Recommendation for all other locations: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html							
Location 2:							
Destination Risk Assessment Level:		Date of Assessment					
Current COVID Risk Analysis Level: https://army.deps.mil/vdesk/hangup.php3 for Japan CDC Travel Risk Recommendation for all other locations: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html							
Travel Methods/Route :							
List all methods of travel, including, Flight Numbers, Train or Bus Departure timelines, etc. to aid in contact tracing as necessary.							
To and From point of departure Conveyance Method (POV/Bus/Train)- If Limo/MWR Bus is being utilized, confirm reservation.							
To:				From:			
Conveyance (Air, Train (Shinkansen), etc.)- List Flight Number, any Interim Stops, Train Number, etc.							
Additional Leave Activities Risk Assessment (e.g. attendance at crowded indoor events, or other activities which may increase the risk of exposure to COVID-19):							
Activity and Location Based Risk assessment Tool: https://covid19risk.biosci.gatech.edu/							
<p>Reporting requirements. Personnel who: 1) significantly deviate from their submitted travel plan (go to a new city) and who 2) Participate in higher risk activities (page 4) WILL notify their supervisor or designated official of the activity BEFORE entering USARJ or USFJ facilities. Supervisors will evaluate the risk of the activity and, if needed, consult MEDDAC-J and/or the USARJ Commander concerning possible ROM, quarantine, or limited access to installations.</p>							
Final Travel Risk Assessment.							
Use of DD Form 2977, and the Composite Risk Assessment is encouraged to make a final risk assessment.							
Extremely High		High		Medium		Low	

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Post-Travel Restriction of Movement (ROM) Plan			
Date of Return to Duty Station and Initiation of ROM:			
Return to Duty Station:		Begin ROM:	
Confirmation that Exit ROM Testing available (Duty hours:315-263-4128 After hours: (046-407-4128):			
Date of Exit ROM Test:		Last Day of ROM*	
Transportation			
Return Transportation: (if CRT, must confirm with USARJ EOC space availability)			
Lodging			
ROM Location/Facility (List Residence/Quarters Address OR Lodging Confirmation: DSN 263-3830)			
<u>Medical ROM Facility concurrence required</u> when in Multi-Family Housing or Entire Family is not in ROM at same time.			
Meals(Food and Drink)			
Confirm employee has a made preparations for meals for all family members for the duration of ROM. For personnel required to ROM in Lodging, see the Quarantine Handbook for Meal Options and what is supplied in ROM. If personnel are planning on having meals to be provided by a Co-Worker or Friend, confirm that person is advised of the proper ROM/Quarantine contact and sanitization procedures.			
Other Supplies			
Confirm that employee has available sanitization, cleaning, toiletries, medicine and other specialty items to last them the full 14 days of Quarantine/ROM. Employees in Lodging should affirm they will have a full 14 days of clothing as laundry facility usage is not authorized.			
ROM Handbook and Memorandum of Agreement Confirmation:			
I have received the USARJ ROM Handbook, and have read and understand all requirements of myself and my dependents should a ROM be required for my travel:			
Name:	Signature:	Date:	
Notice of Isolation/Quarantine or Voluntary ROM Memorandum Completed and Returned (filled out if needed):		Date:	
Pets			
ROM Pets Plan (Lodging requires confirmation of Pet Room) OR kennel Reservation OR alternate care plan for duration of ROM:			
ROM Dependent School Plan:			
Employee has coordinated for continued Online/Virtual Schooling, as applicable for any school age Dependents.			
ROM Duty Status Plan:			
Telework Eligible:	Agreement on File	Training Complete:	
Telework/Alternate Duty Location (ADL) approved for duration of ROM:			
Supervisors should coordinate/discuss work to be completed during ROM and confirm understanding of reporting requirements and attendance with any virtual meetings, tools to be used (MSTeams) or other applicable details to ensure successful and full utilization of telework options/flexibilities.			
If not Telework Eligible (IAW :			
Leave Required/Approved for Duration of ROM (HNE/DA Civilians)			
Safety and Weather Admin Leave Authorized			

*Last date of ROM assumes a 14 day ROM period and a Negative COVID ROM exist test.

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GENERAL GUIDANCE:

Carry adequate supplies of hand sanitizer containing at least 60% alcohol and carry sanitizing wipes. - Wash hands for at least 20 seconds with soap and water, or use hand sanitizer, prior to eating or drinking, and after using the restroom. - Common touch points such as door handles, credit card terminals, counter tops, or railings can contaminate hands. Always wash hands or use hand sanitizer immediately after contact. - Maintain physical distancing of at least 6 feet and wear a face covering at all times while in public spaces, i.e. gas stations, hotel common areas, during commercial travel, etc. - Avoid ill people or those who appear to have symptoms of illness. - Avoid touching your face, nose, eyes, and mouth. - Avoid hand-shaking and contact with other people or their possessions.

BEFORE TRAVEL: - Is the travel essential or can it be rescheduled or accomplished via teleconferencing? (avoid international travel) - If traveling for official reasons (PCS/TDY), follow guidance from your supervisor, leadership, healthcare provider, and public health upon arrival at your duty station. - Depending on exposure risk of your departure location and risk associated with travel, 14-day Restriction of Movement (ROM) is required upon arrival. - During the ROM period, monitor your health status for 14 days and notify your supervisor, leadership, healthcare provider, or public health if you develop any symptoms of COVID-19, to include fever, cough, or shortness of breath.

COMMERCIAL TRAVEL: - Commercial travel (airplane, train, bus, taxi, boat, subway, metro, etc.) presents additional challenges and increases exposure risk to COVID-19. - If maintaining at least 6 feet of physical distancing is not possible, maximize distancing to the greatest extent possible. - If retrieving checked luggage, clean and sanitize handles, zipper tabs, and latches

TRAVEL BY CAR: - Traveling in a privately owned vehicle with healthy household family members and without stopping presents little to no risk for COVID-19 infection. - If traveling in a rental vehicle, ensure all common touch points (steering wheel, dashboard controls, gear shift, door handles, etc.) have been cleaned and sanitized. Cleaning and sanitizing should be accomplished by the rental vehicle company prior to rental. If uncertain, request the rental vehicle company accomplish cleaning/sanitizing prior to rental, or personally clean and sanitize surfaces using sanitizing wipes. - While traveling, avoid entering food facilities, and use drive-thru or curbside service for food if possible. - Stopping at gas stations and rest stops increases exposure risk while traveling. If you must stop, all individuals traveling in the vehicle should: - Minimize the amount of time spent in the facilities. - Use hand sanitizer after pumping gas, but prior to touching the vehicle (door handle, steering wheel, etc.)

LODGING/HOTEL: - Staying overnight in hotels increases exposure risk while traveling. - If you must stay overnight in a hotel: - Minimize the amount of time spent outside of your room. - Avoid using the elevator with anyone who is not traveling in your group. - Avoid congregating in group settings, such as in hotel breakfast, lounge, and swimming pool areas. Eat in your room as opposed to within a common area or restaurant.

Higher Risk Activities/Areas recommended to avoid	Safer- Low Risk Activities/areas
- Crowded areas: Parties - Large shopping centers - Museums - Amusement parks - Movie theaters - Sporting events - Crowded beaches - Bars/clubs - Buffets Crowded - Large gatherings - Poorly ventilated spaces - Little to no masks being worn - Little participation in social distancing	- Camping - Restaurant takeout - Curbside pick up - Unoccupied parks - Hiking/walking trails - Boating/kayaking - Bike riding - Well ventilated spaces - Small socially distanced gatherings - Mask wearing and social distancing
Phone Numbers: USAG Japan EOC: DSN 262-7093 or 046-407-7093	
USARJ EAC: DSN 263- 3123 or 046-407-3123	
Camp Zama Lodging: DSN 263-3830 (for lodging / reservations)	