



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON

MEMORANDUM FOR SMART CONFERENCE CENTER PLANNING TEAMS

SUBJECT: Conference Rules of Engagement due to COVID-19

1. The Jacob E. Smart Conference Center (SCC) is committed to taking every precaution to ensure the health and well-being of our staff and customers. Due to COVID-19, operational standards have been adjusted for AFDWI 90-100, *Operation of the General Jacob E. Smart Conference Center*. This memorandum serves as an amendment to meet guidelines set by the AFDW Commander and Installation Commander. If a customer is feeling ill or has a temperature, access to the SCC will be denied.

2. The SCC has implemented measures necessary to mitigate risk of the spread of the disease. Room capacities have decreased and directly correlate with our AFDW Reconstitution CONOPS phases. Phase "0": Closed; Phase "1": Open (individual meetings not to exceed 10 ppl); Phase "2": Open (individual meetings not to exceed 25 ppl & maintain six feet of physical distancing); Phase "3": Open – (meeting room capacities are reduced to 50% & six feet of physical distancing.) Per 316th Wing Public Health, maximum numbers in SCC conference spaces are listed below:

Auditorium: 78 people (53 lower section and 25 in the balcony)

Executive Conference Room: 47 people

Large Conference Room: 12-14 people

Multi-Function Rooms A&B: 30 people each

DV Conference Room: 4 people

Small Conference Room: 12-14 people

Multi-Function Room All: 60 people

3. Face coverings/masks are required to be worn to enter to the facility and must be worn in all spaces. Individuals who have/have not been vaccinated will wear masks and maintain six feet of physical distancing. Face coverings/masks must cover the nose and mouth. Face coverings/masks may only be removed to actively eat or drink and individuals must maintain six feet of physical distancing when consuming food/beverage.

4. All food brought in by conference POCs must be pre-packaged such as: individual packaged food items, hard boiled eggs with shell, bananas, individual coffee creamers, sugar packets, etc. No "open" food will be allowed, such as open buffets. By exception to policy, food and beverages may be consumed in conference rooms when approved by the SCC Director. There will be limited use of the kitchen in the Smart Center and open access to the kitchen by conferees is prohibited.

5. At the conclusion of each day/meeting, the PO must ensure all tables are wiped with disinfectant (furnished by the SCC). The SCC staff will work with POs to ensure this is completed prior to departure.

6. We ask that all Project Officers assist us in maintaining these rules of engagement, to ensure the safety of the patrons in the Smart Conference Center. (Supersedes guidance dated June 18th, 2020)

//Signed//16 Feb 2021/abs

ANTHONY B. SANDERS, II, GS-13, DAF

Director, Smart Conference Center

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