



Appendix B: (Pandemic Event Checklist)

Sponsorship during pandemic event movements can present more challenges than regular sponsorship. Assisting the newcomer and their family with understanding compliance with USAREUR and Host Nation pandemic event requirements is a vital to ensuring the newcomer does not face any fines and that the Army supports prevention measures. Newcomers arriving from Level III countries may be required to utilize additional PPE, Social Distancing and quarantine measures. Your role as a sponsor will be critical in their support during this time and lend toward greater cohesion throughout their stay in USAG-RP

In addition for SM required ACT registration ensure use of the following checklist with the newcomer and their family prior to and during their onboarding. The checklist is divided into pre-arrival, arrival and post-arrival tasks.

Pre-arrival

- ☐ Complete the pandemic event Screening
- ☐ Provide the newcomer with the attached list of symptoms
- ☐ Encourage the newcomer to transparently report any symptoms that arise for the sponsor or dependent(s) during and following travel to their new home
- ☐ Provide a list of PPE required during flight and upon arrival
- ☐ Provide the most up to date USAREUR/Army/Air Force guidelines for pandemic event
- ☐ Make temporary lodging arrangements at a location that allows for quarantine
- ☐ Encourage the newcomer to make arrangements to pay bills on line due to delays
- ☐ If exception to quarantine allows, with proper PPE and social distancing newcomer can conduct self shopping activities

Arrival

- ☐ Personally meet your newcomer on arrival in required PPE and maintaining Social Distancing
- ☐ Make sure you have extra PPE for the arriving newcomer and family
- ☐ Make sure to bring transportation to accommodate the entire family, including pets with social distancing (TEAM Clean will be involved with cleaning the vehicle after delivery to lodging)
- ☐ Confirm the newcomer and family have cleaning supplies in their lodging. (Cleaning Guidelines)
- ☐ Personally provide the newcomer and family information the virtual Garrison support, and how to access services by phone and email
- ☐ Introduce the newcomer to the commander, supervisor, key personnel and fellow co-workers by phone
- ☐ Give the newcomer inprocessing items from the MPD that can be accomplished during quarantine
- ☐ Identify priorities to be completed immediately following quarantine and how to prepare



in advance or release

Post-arrival

- ☐ Maintain contact daily to inquire on health of newcomer and family
- ☐ Identify challenges and solutions with quarantine inprocessing items and access to food/supplies
- ☐ Ensure Team Clean provides support once newcomer moves to new quarters